

Courses for MSHA and the Mining Industry



U.S. Department of Labor
Mine Safety and Health Administration
National Mine Health and Safety Academy

FY 2003



Dedicated to the Health and Safety
of the Nation's Miners

Visit our website at <http://www.msha.gov>



Courses for MSHA and the Mining Industry



U.S. Department of Labor
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Secretary

Mine Safety and Health Administration
Dave D. Lauriski
Assistant Secretary

FY 2003

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CONTENTS

	Page
Courses and Seminars/Workshops By Topic	iii
Welcome	1
History	2
The Academy’s Purpose and Goal	2
Academy Organization	3
Academic Programs.	7
Academic Life.	9
Student Life	11
Fees and Billing	13
Travel to the Academy	15
Training Courses	17
Metal/Nonmetal Inspection Courses	
Journeyman Training	19
Metal/Nonmetal Mine Compliance Specialists Retraining.	33
Metal/Nonmetal Entry Level Compliance Specialists Training	34
Coal Inspection Courses	
Journeyman Training	37
Coal Mine Compliance Specialists Retraining.	57
Coal Entry Level Compliance Specialists Training	58
Computer Training Schedule.	61

	Page
Training Courses <i>(continued)</i>	
Certification and Qualification Courses	71
General Courses for MSHA and the Mining Industry	77
Seminars/Workshops for MSHA and the Mining Industry	97
Technical Specialists Training.	107
Supervisory Training (Coal and Metal/Nonmetal)	108
Schedule of Courses - Alphabetically.	109
Schedule of Courses - By Date	113
Suggestion Form for New Courses.	121
Enrollment Form	123
Other Available Catalogs	125

**COURSES AND SEMINARS/WORKSHOPS
BY TOPIC**

	Page
ACCIDENT PREVENTION AND INVESTIGATION COURSES	
Accident Prevention Techniques	78
Mine Accident Investigation and Report Writing.	28, 48
Mine Accident Investigation Techniques.	88
TapRooT® System Accident/Incident Investigation Training.	30, 53
CERTIFICATION/QUALIFICATION COURSES	
Annual Retraining for Impoundment Qualification	72
Qualification for Impoundment Inspection.	73
Respirable Coal Mine Dust Sampler Calibration/Maintenance Certification	74
Respirable Coal Mine Dust Sampling Certification.	75
COMPUTER COURSES	
Inspector's Portable Application for Laptops (IPAL) Review	
Coal	46
Metal/Nonmetal	27
Microsoft Access 2002 – Basic.	68
Microsoft Access 2002 – Intermediate.	69
Microsoft Access 2002 – Advanced.	70
Microsoft Excel 2002 – Basic.	66
Microsoft Excel 2002 – Intermediate.	67
Microsoft PowerPoint 2002	65

	Page
COMPUTER COURSES (continued)	
Microsoft Windows 2000/Microsoft Outlook 2002	63
Microsoft Word 2002	62
ELECTRICAL COURSES	
Electrical Hazards	23
Electrical Safety for Coal Miners	42, 80
Electrical Safety for Metal/Nonmetal Miners	81
INDUSTRIAL HYGIENE COURSES	
Hazard Communication (HazCom)	82
Health Hazards	26
Industrial Hygiene	45
Industrial Hygiene: Sampling for Respirable Silica Dust and Noise	84
Intermediate Toxicology	86
Noise Hazards, Regulation, and Control	49, 92
Respirable Dust and Silica Sampling and Control	93
INSTRUCTOR COURSES	
Instructor Training Workshop (Part 48)	85
MINE RESCUE TRAINING COURSES	
Mine Rescue Training	91
MINE SAFETY COURSES	
Advanced Ventilation/Bleeder and Gob Ventilation Systems	39, 79
Blasting (Surface)	21, 40
Blasting (Underground)	22
Coal Impoundment and Refuse Pile Inspection	41
Explosion Prevention	43

	Page
MINE SAFETY COURSES <i>(continued)</i>	
Ground Control Hazards	24
Haulage (Surface).....	25, 44
Hoists and Elevators	83
Introduction to Mining.....	87
Longwall Safety	47
Mine Construction, Maintenance, and Repairs Safety.....	89
Mine Elevator Inspection Program Training	
Module I	90
Roof Control for Miners.....	50
Roof Control Seminar.....	51, 102
Surface Facilities and Coal Preparation	52, 94
Tailings Dam and Waste Pile Inspection -	
Metal/Nonmetal	29
Underground Diesel Equipment/Ventilation	55
Underground Haulage, Transportation,	
and Machinery.....	56, 95
Underground Ventilation for Metal and Nonmetal	
Mines	32
SEMINARS/WORKSHOPS	
Accident Investigation Retraining Seminar	98
Mine Blasting Safety and Application Seminar	99
Mine Construction, Maintenance, and Repairs Safety	
Workshop	100
Mine Fire Control Seminar.....	101
Roof Control Seminar.....	51, 102
Safe Practices Conference.....	103
Surface Haulage Safety Seminar	104
TRAM/National Mine Instructors Seminar	105

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WELCOME

Welcome to the 2003 edition of Courses for MSHA and the Mining Industry.

Our Nation's mines produce more material than ever before. Sophisticated machinery and equipment allow miners to work in areas that are often complex and dangerous. Mining technology changes constantly and every mine is unique. This is why health and safety compliance inspections, technical and engineering assistance, and education and training are such important elements in ensuring a safe workplace. These are the three elements of MSHA's triangle of success.

Up-to-date and practical health and safety training is vital since mining occurs in a hazardous, ever-changing environment where there is little room for error.

The National Mine Health and Safety Academy, in Beaver, West Virginia, is the world's largest institution devoted to health and safety in mining. It is a central training facility for Federal mine health and safety compliance specialists, mine safety professionals, other government agencies, the mining industry, and labor.

Most of the Academy's courses are open to participants from throughout the mining community. Classes are taught by Academy faculty and associate instructors and specialists from the mining industry, trade associations, colleges and universities, manufacturers, and other government agencies.

Whatever your interest in mine health and safety, you should find useful and practical training at the National Mine Health and Safety Academy.

HISTORY

Protecting those who work in our Nation's mines requires an awareness and understanding of the conditions that endanger their health and safety.

This problem was recognized more than 135 years ago when a proposal for a Federal mining bureau was submitted to Congress. It was not until nearly five decades later that a series of deadly mine explosions led to passage of the Organic Act of 1910. That act created the Bureau of Mines.

Laws passed over the next 60 years enlarged the scope of legislation aimed at reducing mining hazards. The Federal Coal Mine Health and Safety Act of 1969 contained provisions for the training of Federal mine compliance specialists, as well as establishing education and training for states, mine operators, and miners. The Federal Mine Health and Safety Act of 1977 broadened these provisions to include metal and nonmetal mining. The National Mine Health and Safety Academy exists to meet the requirements of the 1977 Act.

THE ACADEMY'S PURPOSE AND GOAL

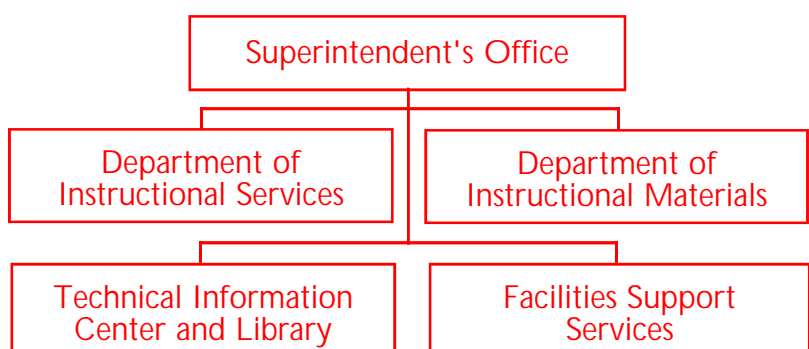
The purpose of the Academy is to design, develop, and conduct instructional programs that will assist in government, industry, and labor efforts to reduce injuries, illnesses, and fatalities in the mineral industries.

All of our programs, seminars, and courses are prepared with one idea in mind – the improvement of health and safety conditions in mines through education and training. This is our goal. Our success will be measured by the extent to which mine accidents and unhealthful conditions are reduced in future years.

ACADEMY ORGANIZATION

The National Mine Health and Safety Academy is supported by the Superintendent's Office with the help of four major units:

- g Department of Instructional Services
- g Department of Instructional Materials
- g Facilities Support Services
- g Technical Information Center and Library



The **Superintendent** is responsible for the immediate management and direction of the Academy and for coordination of all training programs.

The **Department of Instructional Services** conducts training classes for coal and metal/nonmetal mine compliance specialists and other mine health and safety professionals. The department also develops, revises, and evaluates course materials and other programs used to train persons from MSHA and all segments of the mining community. In addition, the department administers individualized study materials for nonresident students.

The **Department of Instructional Materials** researches and develops audiovisual and graphic items to provide support to the mining industry. The department also oversees printing, storage, and distribution of Academy-produced training materials.

Facilities Support Services aids all Academy programs through coordination of student services, scheduling, record-keeping, physical plant maintenance, budget and procurement, property management, wellness, and contract administration.

The **Technical Information Center and Library** maintains books, journals, newspapers, technical reports, audiovisual materials and other information related to mine health and safety. The library gives Academy students and clients immediate and easy access to information sources that can improve the health and safety of miners worldwide.

The Academy Campus

The Academy complex includes classrooms and laboratories to accommodate 600 students and Residence Hall space for 174 people.

The **Classroom Building** includes fourteen classrooms and ten laboratories.

The **Technical Information Center and Library** is in the Classroom Building.

The **Administration Building** contains faculty and staff offices, the auditorium, cafeteria, and student store.

The **Mine Machinery Laboratory** gives students an opportunity for hands-on health and safety training on different mining and electrical systems.

The **Mine Simulation Laboratory** is an aboveground simulated mine. Here, students can learn about mine ventilation, mine rescue, mine emergency preparedness, and firefighting.

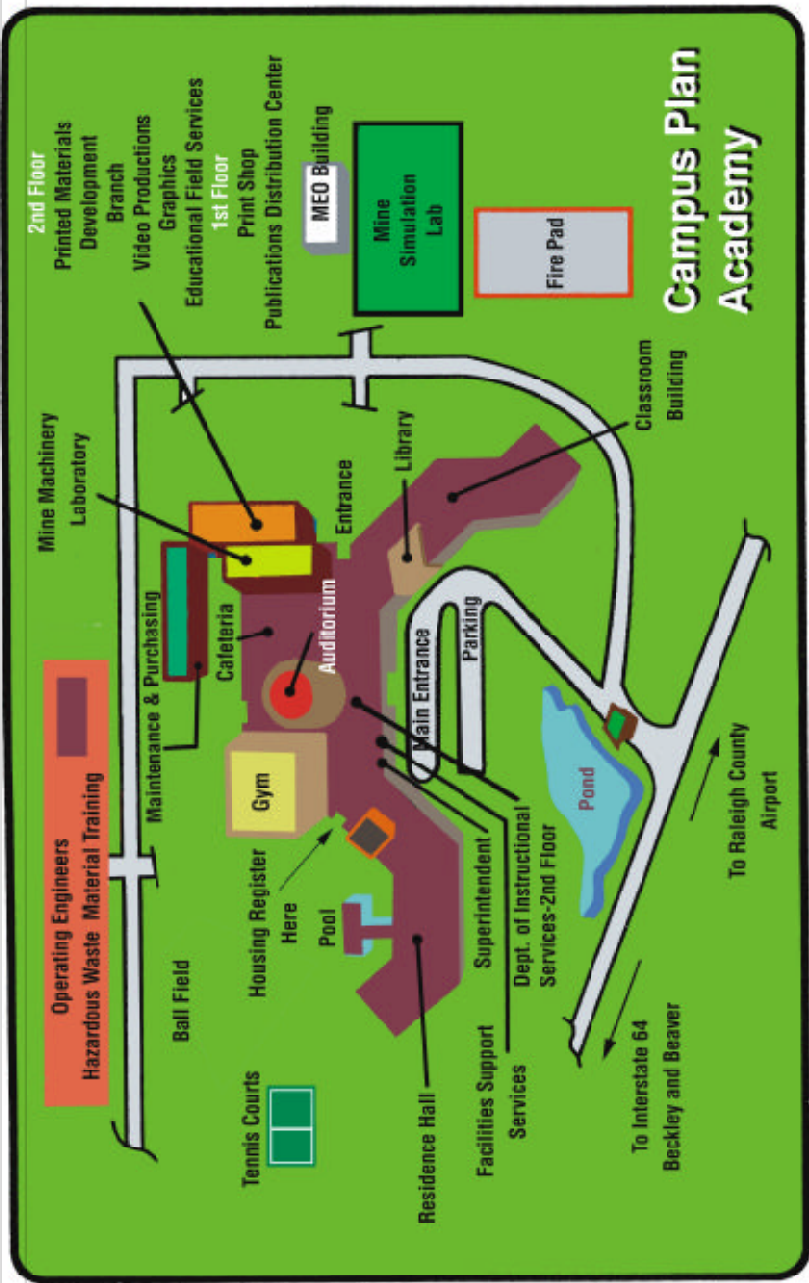
The **Mine Emergency Building** is adjacent to the Mine Simulation Laboratory. It houses mine emergency vehicles and a mine rescue station for MSHA's Mine Emergency Units.

The **Gymnasium** is available for wellness training and leisure time activities. Other wellness facilities at the Academy include tennis courts, a racquetball court, swimming pool, jogging trail, and athletic field.

The **Maintenance and Equipment Building** is used to maintain Academy equipment.

The **Publications Distribution Center** houses the print shop, supply and warehouse facilities, and the Department of Instructional Materials.

The **Residence Hall** has 174 units. Each room in the residence hall has a queen-size bed or two twin beds, a private bath, telephone, desk, storage area, refrigerator, coffee pot, and iron and ironing board.



ACADEMIC PROGRAMS

MSHA Training

All newly hired MSHA compliance specialists receive entry-level training. This training covers technical aspects of mine inspection and additional topics such as effective communications and professionalism.

Entry-level coal mine compliance specialists take eight modules of instruction (25 weeks total) at the Academy with on-the-job (OJT) sessions in the field between modules.

Entry-level metal/nonmetal mine compliance specialists' training includes seven modules of instruction (23 weeks total) at the Academy with OJT sessions in the field between modules.

Journeyman training presents up-to-date technical and regulatory information to journeyman compliance specialists to help them ensure that the mining community is served most effectively. The Academy also presents courses to provide journeymen with more in-depth training on special subjects.

Technical Specialists receive training in a variety of subjects so that they remain informed regarding current technical and regulatory information.

MSHA supervisors receive a two-week training program every two years. This course reviews leadership, professional and communication skills.

Administrative and clerical personnel receive an annual one-week training program to enhance their ability to assist MSHA personnel and clients.

The Academy offers computer training on various software applications to MSHA personnel and others from the mining industry and other government agencies.

Training for Industry

All Academy courses are open to participants from throughout the mining community. These programs are taught by Academy and visiting outside instructors and specialists from the mining industry, trade associations, colleges and universities, manufacturers, and other government agencies. Seminars, workshops and conferences are offered throughout the year, both at the Academy and at sites throughout the country.

Many courses provide certification or qualification to persons who take mandated examinations.

Examples of other courses available to the industry are Electrical Safety for Miners, Hoists and Elevators, Instructor Training Workshop (Part 48), Construction and Repairs Safety, Mine Elevator Inspection Program Training, Noise Hazards, Regulation and Control, and Surface Facilities and Coal Preparation.

Training activities in the Mine Simulation Laboratory cover mine rescue, fire fighting, mine emergency response, simulated inspections, ventilation, roof control, haulage, annual refresher subjects, supervisory training, and mine examination. Students come from MSHA, other federal and state agencies, industry, labor organizations, and international mining delegations.

ACADEMIC LIFE

Class Attendance

Classes are informal and dress is casual. Most of our laboratory classes include hands-on activities or outside fieldwork.

A typical class day begins at 8:00 a.m. and ends at 4:00 p.m. All other day classes end by 5:00 p.m., unless otherwise scheduled.

Absences from class are approved for personal illnesses, emergencies, or death in a student's family. Students notify their supervisor and instructors, and make up work assigned while absent.

Grading System

The Academy uses a grading system for entry-level (coal and metal/nonmetal) courses of study and gives examinations in these classes. These grades are recorded, and students are informed of their progress through periodic grade reports.

Units of Credit/Certificates of Participation

Students receive Continuing Education Units (CEUs) upon completion of an Academy program. One CEU is 10 contact hours of participation in an educational experience. The Academy does not grant degrees, but CEUs may be converted into hours of credit at other institutions.

Students who satisfy the Academy criteria for successful completion of any course of study receive a Certificate of Completion documenting the course title, date, and CEUs.

College Credit for Academy Courses

Compliance specialists can earn an **Associate of Applied Science Degree in Occupational Development: Mine Inspec-**

tion from the Community and Technical College of Marshall University, Huntington, West Virginia. This program is a cooperative effort among MSHA, the National Council of Field Labor Locals, the U.S. Department of Labor's Bureau of Apprenticeship and Training, and the university. Marshall will award 43 credit hours to students who complete the equivalence of the mine inspector apprentice requirements. These credits are applied to successful completion of the classroom and on-the-job training parts of Entry Level Mine Inspector training. An additional 22 hours of general education credits are also required.

Academic Dishonesty

The student can be disciplined or dismissed from the Academy for cheating, dishonesty, plagiarism, or knowingly furnishing false information to the Academy.

Withdrawal

The student may withdraw from an Academy program without penalty because of injury or other extenuating circumstances. If you withdraw, you will not receive credit for the courses of study in which you were enrolled.

Transcripts

You may request (in writing) a copy of your academic record. Your request must include your full name, and Social Security number. Submit your request to:

National Mine Health and Safety Academy
Student Services Branch
1301 Airport Road
Beaver, West Virginia 25813-9426



FAX: (304) 256-3251

STUDENT LIFE

Food Service and Student Store

Academy food service offers complete meals in a cafeteria setting. You may choose from a selection of freshly prepared entrees and desserts with a full range of beverages available to complement your meal. There is also a made-to-order deli and a salad bar. In addition, heart-healthy and vegetarian selections are available. Academy food service personnel can also assist anyone who has special dietary needs. A cash-only snack bar is open after 5:00 p.m. If you are an MSHA employee, you will receive a meal card when you check in. Present this card to the cashier after you go through the serving line. Non-MSHA students who are in residence must pay for lodging and meals.

The student store, located next to the cafeteria, has a wide variety of sundries, souvenirs, and gifts.

For Your Health and Safety

Please observe all posted speed limits and all traffic and parking signs.

If you need emergency medical attention, please dial “O” or ext. 555 and request medical assistance. Academy personnel will take you to a medical facility in an Academy vehicle or arrange for an ambulance. If there is no answer, dial 9-911 (Raleigh County Emergency Operations Center) and request medical assistance.

Assistance in completing accident health insurance claim forms for Federal students may be obtained from your class coordinator or a responsible staff person on duty after normal duty hours.

You play an important part in accident prevention at the Academy. Should you see an actual or potential safety hazard, please report it to an instructor, class coordinator, or any Academy staff person.

Mail

You can send or receive mail (Monday through Friday) at the Residence Hall registration desk. Our mailing address is:

National Mine Health and Safety Academy
1301 Airport Road
Beaver, WV 25813-9426

Vehicles

Students are required to register vehicles with security personnel at the main entrance to Academy grounds. You will receive a color-coded parking permit that allows you to park in a designated area. There is ample, well-lighted, and secure parking at the Academy.

FEES AND BILLING

Academy fees are reviewed periodically and subject to change.

Tuition

All students attending Academy courses, except employees of Federal, State, or local governments, and persons attending a program supported through an MSHA State Grant or otherwise provided for in MSHA policy, are charged tuition.

The tuition amount indicated by the course announcement is due on arrival by check, money order, or credit card (VISA and MasterCard) payable to MSHA Finance. We regret that **we cannot accept cash**. Billing is possible with a written request to the Academy's Student Services Branch. If tuition is submitted in advance, written notification of withdrawal to the Student Services Branch is required to process a full refund.

Lodging

All persons in residence at the Academy, except MSHA personnel, other persons performing a direct service for MSHA, and persons attending a program supported through an MSHA State Grant, are charged for lodging.

The lodging fee is \$41.00 per person per day for a single room and \$54.00 per day for a double room. Note that these fees are reviewed at the end of each fiscal year (September 30) and may be changed at that time. Lodging fees are due on arrival by credit card (VISA and MasterCard) or check/money order payable to MSHA Finance. We regret that **we cannot accept cash**. Billing is possible with a written request to the Student Services Branch.

Persons staying at the Academy may have their spouses and immediate family as guests provided all appropriate fees are paid on arrival. Advance reservations are required.

If you have special needs, please contact Student Services before your arrival.

Meals

Participants who pay for Academy lodging may register for meals when they check in. Students staying in the dorm are normally required to purchase a meal ticket for breakfast and lunch at the Academy. Dinner is optional. Prices are:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$13.00

Note that these fees are reviewed at the end of each fiscal year (September 30) and may be changed at that time.

Participants paying for their meals in the cafeteria may do so by cash, major credit card, or check/money order payable to the West Virginia Society for the Blind.

TRAVEL TO THE ACADEMY

Located on a plateau in southern West Virginia, the Academy blends into its Appalachian mountain setting. Scenic vistas and wildlife greet travelers to the Academy and students experience a restful environment.

Several options are available to travelers:

By Air



Beckley, West Virginia – Commercial airlines serve the Raleigh County Memorial Airport – located 1 mile from the Academy. Free transportation is furnished to the Academy by using the courtesy phone (which dials automatically when you lift the receiver) located in the airport lobby. If there is no answer, call 256-3100.

Charleston, West Virginia – Commercial airlines serve the Yeager Airport, located 65 miles north of the Academy. Rental cars are available at the airport.

Lewisburg, West Virginia – Commercial airlines serve the Greenbrier Valley Airport, located 47 miles east of the Academy. Rental cars, taxis, and limousines are available.

By Train



AMTRAK provides tri-weekly service to and from Prince, West Virginia – located 16 miles from the Academy. Taxi service meets all trains.

By Bus



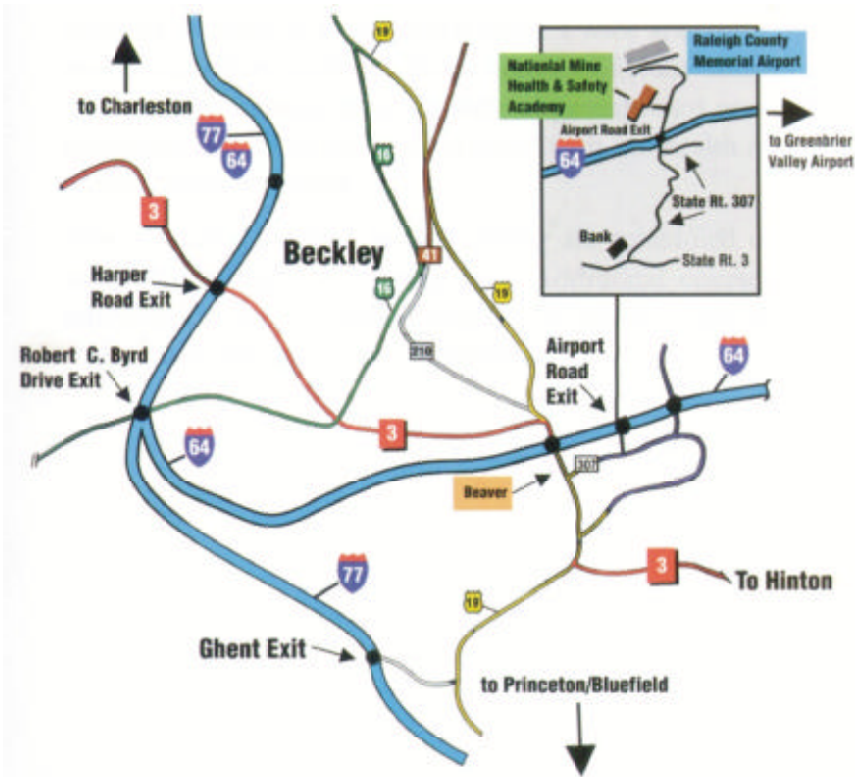
Daily Greyhound service is available to and from Beckley; the station is located 8 miles from the Academy in downtown Beckley. Taxi service is available.

By Car



See Route Map to the Academy on page 16.

Route Map to the Academy



K Arriving from the NORTH

- g When using U.S. 19 South, go to and follow I-77 South, exit at I-64 East
- g Follow I-64 to EXIT 125B, Airport Road
- g Academy is 1 mile on left

K Arriving from the EAST

- g When using I-64 West, use Exit 125, Beaver/Airport Road
- g Turn RIGHT at bottom of ramp
- g Academy is 1 mile on left

K Arriving from the SOUTH

- g When using I-77 North, exit and follow I-64 East
- g Use EXIT 125B, Airport Road
- g Academy is 1 mile on left

K Arriving from the WEST

- g When using I-64 East, use Exit 125B, Airport Road
- g Academy is 1 mile on left

TRAINING COURSES

The National Mine Health and Safety Academy develops and presents courses of study which cover a wide spectrum of mine health and safety subjects. These courses of study address training needs of miners, compliance specialists, government and industry personnel, as well as others concerned with the health and safety of our Nation's miners.

The courses described in this catalog are scheduled or can be scheduled during the coming year. Additional courses can be scheduled to meet specific needs of the miners, mine operators, and mine health and safety specialists.

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METAL/NONMETAL INSPECTION COURSES

Journeyman Training

All metal and nonmetal compliance specialists will attend one week of training per year, or two weeks every other year. The training will be in a seminar format with subjects in various specialty areas. The MSHA Training Committee has established a working group to determine the training needs of metal and nonmetal journeyman compliance specialists. A list of dates and subjects are on page 33.

The additional courses described in this section are designed for journeyman metal and nonmetal mine compliance specialists and Federal, state, mining industry, and labor organization personnel.

Course dates are given at the bottom of the course description.




Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Jan Keaton at (304) 256-3234. The course will then be scheduled.



If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256-3234.

To Enroll Contact:

National Mine Health and Safety Academy
Student Services Branch
1301 Airport Road
Beaver, West Virginia 25813-9426



TELEPHONE: (304) 256-3252
FAX: (304) 256-3251

BLASTING (SURFACE)



This course discusses the characteristics and use of explosives and blasting agents. It is designed to teach blasting standards in accordance with Independent Makers of Explosives (IME) guidelines and the Code of Federal Regulations (30 CFR). The course is structured for MSHA metal/nonmetal and industry personnel.

Contents:

- g** Definitions
- g** Transportation and Storage of Explosives and Blasting Agents
- g** Detonation Units
- g** Misfires
- g** Electric and Nonelectric Blasting Operations
- g** Explosives Hazards and Accidents
- g** Safe Blasting Principles (Work Procedures and Blast Plans)
- g** Initiation Systems

Technical Coordinator: Wayne L. Lively
Course Length: 3 days
Tuition: \$215.00
Dates: January 7-9, 2003



BLASTING (UNDERGROUND)



This course discusses the characteristics and use of explosives and blasting agents. It is specifically designed to teach blasting practices used in underground metal/nonmetal mines. The course will discuss the standards and guidelines specified by Independent Makers of Explosives (IME), Alcohol, Tobacco and Firearms (ATF), and the Code of Federal Regulations (30 CFR). The course is structured for MSHA as well as industry.

Contents:

- g** Definitions
- g** Underground Storage Requirements
- g** Underground Transportation and Use of Explosives and Blasting Agents
- g** Detonation Units
- g** Explosive Product Display and Discussion
- g** Misfires
- g** Electric and Nonelectric Blasting Operations
- g** Explosives Hazards and Accident Discussion
- g** Safe Blasting Principles (Underground Work Procedures, Blast Plans, Security Measures, and Prudent Engineering Practices)
- g** Initiation Systems

Technical Coordinator: Wayne L. Lively
Course Length: 2 days
Tuition: \$143.00
Dates: Available upon request

ELECTRICAL HAZARDS



This course is designed to provide practical methods and techniques for the identification of electrical hazards and the appropriate enforcement actions to be taken. This course is designed for MSHA metal/nonmetal inspection personnel with little or no electrical expertise.

Contents:

- g Basic Electrical Theory
- g Basic Circuitry
- g Grounding
- g Power Distribution Systems
- g Inspection of Electrical Equipment
- g Regulations and Policies
- g Hazard Recognition
- g Citations and Orders
- g Personal Safety

**NOTE: This course is not for Electrical Specialists.
Courses for Electrical Specialists are offered
under Technical Specialists Training on page 107.**

Technical Coordinator: Roy Milam
Course Length: 3 days
Tuition: \$215.00
Dates: November 5-7, 2002
January 14-16, 2003

GROUND CONTROL HAZARDS



This course will focus on the Code of Federal Regulations (30 CFR) requirements related to ground control at surface and underground metal and nonmetal mines. The course provides techniques for the recognition and correction of ground control hazards.

Contents:

- g Highwalls
- g Stockpiles
- g Basic Geology
- g Rock Fixtures
- g Surface Structures
- g Underground Support
- g Hazard Recognition
- g Compliance Determination

Technical Coordinator: Tom Bonifacio
Course Length: 3 days
Tuition: \$215.00
Dates: November 19-21, 2002

HAULAGE (SURFACE)



Haulage accidents have been the leading cause of fatal accidents for several years at our Nation’s surface mines. This course teaches how to recognize the hazards that may exist in surface haulage, and is taught by former surface coal and metal/nonmetal mine compliance specialists.

Contents:

- g Compliance Determination of 30 CFR Parts 56/57.9000 and 56/57.14000
- g Inspection Procedures for Surface Mining Equipment
- g Use of Signs and Traffic Control on Mine Property
- g Haul Road Design
- g Brake Systems
- g New Technology (video cameras)
- g Rollover Protective Structures (ROPS)
- g Falling Object Protective Structures (FOPS)
- g Tire and Rim Safety
- g Overview of Fatal Accidents

Technical Coordinator: Tom Bonifacio
Course Length: 3 days
Tuition: \$215.00
Dates: January 7-9, 2003
March 4-6, 2003

HEALTH HAZARDS



This course is designed for metal and nonmetal safety and health compliance specialists. **Other interested individuals should contact the technical coordinator.** Classroom activities and laboratory exercises cover the recognition and evaluation of health hazards and how to determine enforcement responsibilities. Based on hypothetical health hazard situations, students will be required to write the appropriate health citations/orders and will be required to defend their decisions. The final activity will involve a simulated courtroom exercise where the students will role play MSHA and industry personnel litigating these citations/orders.

Contents:

- g Airborne Contaminants
- g Noise and Other Physical Agents
- g Sampling and Detecting Devices
- g Personal Protective Equipment
- g Confined Spaces
- g Ergonomics
- g Computer Programs – Metal/Nonmetal Health and Toxicity Files
- g Hazard Controls

NOTE: Metal/nonmetal compliance specialists will need to bring their Metal/Nonmetal Health Handbook.

Technical Coordinator: William D. McKinney
Course Length: 3 days
Tuition: \$215.00
Dates: Scheduled upon request

**INSPECTOR'S PORTABLE APPLICATIONS FOR
LAPTOPS (IPAL) REVIEW – METAL/NONMETAL**

The IPAL review course is designed for MSHA metal/non-metal compliance specialists. The course reviews the latest version of the IPAL Program. The course also covers the fundamentals of the computer operating system, troubleshooting, and how to use the computer to reference resource material stored in the computer.

Contents:

- g IPAL (Inspector's Portable Applications for Laptops)
- g Reference Material (30 CFR, Mine Act, PPM, Policy Information Letters, and Program Information Bulletins)
- g Basic Troubleshooting and Maintenance of the Laptop Computer and the IPAL Program
- g Using Citrix Metaframe

Technical Coordinators: Betty Hogan
Naomi Hughes

Course Length: 2 days

Tuition: None

Dates: March 11-12, 2003

Additional courses can be
scheduled upon request

MINE ACCIDENT INVESTIGATION AND REPORT WRITING

This course is available for coal, metal/nonmetal, labor and industry accident investigators. **Other interested individuals should contact the Technical Coordinator.** The course reviews basic guidelines, procedures, and techniques used to investigate and report on accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, proper analysis for corrective actions, and completion of investigative reports following relevant MSHA guidelines and policies. At the conclusion of the class, in a practical exercise, students conduct a simulated accident investigation and prepare a report. **Students should bring their laptop computers.**

Contents:

- g Overview of Accident Investigation
- g Pre-Investigation Activities
- g Accident Reconstruction
- g Photography/Sketching
- g Interviewing Techniques
- g Data Collection and Evaluation
- g Developing Conclusions and Recommendations
- g Report Writing
- g TapRooT®

Technical Coordinators:	Kenneth M. Scott Don Gibson
Course Length:	8 days
Tuition:	\$572.00
Dates:	December 3-12, 2002 March 18-27, 2003 May 13-22, 2003 July 15-24, 2003 September 16-25, 2003

TAILINGS DAM AND WASTE PILE INSPECTION – METAL/NONMETAL

This course will introduce the student to the general safety considerations for the design, construction, maintenance, and inspection of dams and waste piles.

Contents:

- g Typical Geotechnical Investigations
- g Foundation Analysis
- g Breakthrough Potential Analysis
- g Stability Analysis and Safety Factors
- g Hydrologic and Hydraulic Considerations
- g Construction Monitoring
- g Identification of Deficiencies
- g General Methods of Remediation
- g Applicable Regulations

Technical Coordinator: Clifford F. Lindsay
Course Length: 3 days
Tuition: \$215.00
Dates: November 19-21, 2002

TapRoot® SYSTEM ACCIDENT/INCIDENT INVESTIGATION TRAINING

This course is for MSHA coal, metal/nonmetal, technical support, or other MSHA employees who are involved in mine accident/incident investigations. The TapRoot® System provides a methodology to lead an investigator through the techniques and steps used to perform an in-depth investigation of an incident's root causes. Training focuses on developing a flow diagram of the events and conditions leading up to the undesired incident, evaluating each condition, identifying causal factors, and evaluating each factor as to root cause. The course will include training on Systems Improvement's SnapCharT® and Root Cause Tree® software.

The SnapCharT® software is a graphic presentation of the sequence of events identified and discovered during the physical onsite investigation. A SnapCharT® helps the investigator to organize the information gathered and identify the contributing factors that lead to the incident. From this chart the investigator can identify causal factors. In addition, it helps the investigator identify holes and inconsistencies in the information gathered during the investigation.

The Root Cause Tree® software takes over where a SnapCharT® stops. While the SnapCharT® looks at what happened and the contributing factors involved, the Root Cause Tree® looks at why it happened. The Root Cause Tree® provides the investigator with a fairly comprehensive list of the root causes that should be considered for every incident.

Students should bring their laptop computers.

Contents:

- g** Equipment Failure Analysis including:
 - ' Design Failures
 - ' Defective Parts
 - ' Preventive/Predictive Maintenance

**TapRoot® SYSTEM ACCIDENT/INCIDENT
INVESTIGATION TRAINING** *(continued)*

- g** Human Performance Difficulty Analysis including:
- ' Procedures
 - ' Training
 - ' Quality Control
 - ' Communications
 - ' Management Systems
 - ' Human Engineering
 - ' Work Direction

Technical Coordinators: Kenneth M. Scott
Don Gibson
Roy Milam
Scott Mandeville

Course Length: 3 days
Tuition: \$215.00
Dates: January 14-16, 2003
April 22-24, 2003
June 24-26, 2003



UNDERGROUND VENTILATION FOR METAL AND NONMETAL MINES



This course is designed to assist metal/nonmetal miners in the recognition and evaluation of health hazards and effective ventilation methods to eliminate these hazards. The course will provide instruction in the following areas.

Contents:

- g Airborne Contaminants
- g Sampling and Detecting Devices
- g Confined Spaces
- g Hazard Controls
- g Mine Maps
- g Recognition of Areas That May Have Poor Air Quality
- g Measuring Air Quantities
- g Review of Ventilation Regulations

Technical Coordinators: Scott Mandeville
Rocky McKinney

Course Length: 2 days

Tuition: \$143.00

Dates: Available upon request

**METAL/NONMETAL MINE
COMPLIANCE SPECIALISTS
RETRAINING**

Metal and nonmetal compliance specialists are required to receive a minimum of two weeks of training every two years.

Listed below are the dates and subjects of the training sessions scheduled at the Academy.

SCHEDULE

December 10-19, 2002
January 28 - February 6, 2003
April 8-17, 2003

SUBJECTS

- | | |
|---------------------------|-------------------------------|
| g Surface Haulage | g Citations and Order Writing |
| g Professionalism | g Interviewing and Notetaking |
| g Part 46 | g Accident Reduction Program |
| g Part 45 | g Hoisting |
| g Ground Control | g Health Procedures |
| g Effective Communication | g Part 62 |
| g Fall Protection | g Asbestos Training |
| g Crane Safety | g Laptop Troubleshooting |
| g Electrical Hazards | g Basic Photography |
| g Hazard Complaints | g Part 50 Audits |

METAL/NONMETAL ENTRY LEVEL COMPLIANCE SPECIALISTS TRAINING

The courses listed in this section are designed for entry level mine compliance specialists. However, they may be attended by Federal, state, mining industry, and labor organization personnel.

Training dates are given with each module.

Need More Info? Contact:

Jan Keaton
Department of Instructional Services
National Mine Health and Safety Academy
1301 Airport Road
Beaver, West Virginia 25813-9426

TELEPHONE: (304) 256-3234
FAX: (304) 256-3247
E-MAIL: keaton-janice@msha.gov

METAL/NONMETAL CURRICULUM (MODULES I-VII)

The following chart shows the required core courses for entry level compliance specialists.

Wellness Training is scheduled daily for each module.
Laptop computer and printer required for all modules.

Module I (4 weeks)

Orientation	Professionalism	Communications
Citations and Orders/ Notetaking	Law Regulation and Policy/Math	Effective Citation Writing
Diversity	Basic Laptop	Introduction to MSHA
Standards of Conduct		

Module II (4 weeks)

Inspection Procedures	Material Storage	Inspector's Portable
Surface Haulage	Interviewing Techniques	Applications for Laptops (IPAL)
Ground Control		

Module III (3 weeks)

Conference Commu- nications/Simulated Inspection	Accident Investigation Electricity Industrial Hygiene I	Citations and Orders Review (S&S)
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Module IV (3 weeks)

Industrial Hygiene II Citation and Orders Review [104(d)]	Drilling and Blasting Industrial Ventilation (in conjunction with IH)	Employee Health and Safety/Safety Talks I
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Module V (3 weeks)

Citations and Orders Review [107(a)] Parts 48 and 46 TapRooT®	Courtroom Procedures Gas Detecting Devices Safety Programs	IPAL Review Tailings Part 50
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Module VI (3 weeks)

Introduction to Special Investigations Underground Ventilation Fire Protection Permissibility	Citations and Orders Review [104(g) Part 46/48] Personal Protective Equipment Structural Safety	Compressed Air Unique Processes Repeat Violation Reduction Program (RVRP)
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Module VII (3 weeks)

Citations and Orders Review [103(k) Part 50] Mine Rescue/Part 49 Tech Support Briefing	Safety Talks II Hoisting/Cranes Toxicology IPAL Review	Citations and Orders Review [103(f)/103(g)] Review/Graduation
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**METAL/NONMETAL ENTRY LEVEL
COMPLIANCE SPECIALIST TRAINING**

GROUP GG

Module V	October 21 - November 8, 2002	(3 weeks)
Module VI	December 2, - December 20, 2002	(3 weeks)
Module VII	January 27 - February 14, 2003	(3 weeks)

GROUP HH

Module I	July 22 - August 16, 2002	(4 weeks)
Module II	September 16 - October 11, 2002	(4 weeks)
Module III	December 2 - December 20, 2002	(3 weeks)
Module IV	January 27 - February 14, 2003	(3 weeks)
Module V	March 17 - April 4, 2003	(3 weeks)
Module VI	April 28 - May 16, 2003	(3 weeks)
Module VII	July 7 - July 25, 2003	(3 weeks)

GROUP II

Module I	October 21 - November 8, 2002	(3 weeks)
Module II	December 2 - December 20, 2002	(3 weeks)
Module III	January 27 - February 14, 2003	(3 weeks)
Module IV	March 10 - April 4, 2003	(4 weeks)
Module V	April 28 - May 16, 2003	(3 weeks)
Module VI	June 2 - June 27, 2003	(4 weeks)
Module VII	July 21 - August 8, 2003	(3 weeks)

COAL INSPECTION COURSES

Journeyman Training

All coal compliance specialists will attend one week of training per year, or two weeks every other year. The training will be in a seminar format with subjects in various specialty areas. The MSHA Training Committee has established two working groups (underground and surface) to determine the training needs of coal mine journeyman compliance specialists. A list of dates and subjects can be found on page 57.

The additional courses described in this section are designed for journeyman coal mine compliance specialists and Federal, state, mining industry, and labor organization personnel.

Course dates are given at the bottom of the course description.



Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Jan Keaton at (304) 256-3234. The course will then be scheduled.



If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256-3234.

To Enroll Contact:

National Mine Health and Safety Academy
Student Services Branch
1301 Airport Road
Beaver, West Virginia 25813-9426



TELEPHONE: (304) 256-3252
FAX: (304) 256-3251



**ADVANCED
VENTILATION/
BLEEDER AND GOB
VENTILATION SYSTEMS**



This advanced ventilation course is specifically designed for ventilation specialists, safety compliance specialists, supervisors, and mine managers. It will improve their understanding and working knowledge in ventilation systems for underground mining. This course will provide detailed discussion in the following areas.

Contents:

- g Ventilation Design
- g Plan Approval
- g Regulatory Compliance
- g Maintenance
- g Inspection/Examination
- g Evaluation of Ventilation Systems
- g De-gasification

Technical Coordinator: Scott Mandeville
Course Length: 2 days
Tuition: \$143.00
Dates: January 7-8, 2003

BLASTING (SURFACE)



This course discusses the characteristics and use of explosives and blasting agents. It is designed to teach blasting standards in accordance with Independent Makers of Explosives (IME) guidelines and the Code of Federal Regulations (30 CFR). The course is structured for MSHA surface coal compliance specialists and industry personnel.

Contents:

- g Definitions
- g Transportation and Storage of Explosives and Blasting Agents
- g Detonation Units
- g Misfires
- g Electric and Nonelectric Blasting Operations
- g Explosives Hazards and Accidents
- g Safe Blasting Principles (Work Procedures and Blast Plans)
- g Initiation Systems

Technical Coordinator: Wayne L. Lively
Course Length: 3 days
Tuition: \$215.00
Dates: August 26-28, 2003

**COAL IMPOUNDMENT AND REFUSE
PILE INSPECTION**

This course will introduce the student to the general safety considerations for the design, construction, maintenance, and inspection of dams and waste piles.

Contents:

- g Typical Geotechnical Investigations
- g Foundation Analysis
- g Breakthrough Potential Analysis
- g Stability Analysis and Safety Factors
- g Hydrologic and Hydraulic Considerations
- g Construction Monitoring
- g Identification of Deficiencies
- g General Methods of Remediation
- g Applicable Regulations

Technical Coordinator: Clifford F. Lindsay
Course Length: 3 days
Tuition: \$215.00
Dates: March 11-13, 2003
June 24-26, 2003
August 19-21, 2003



ELECTRICAL SAFETY FOR COAL MINERS

This course is designed to provide practical methods and techniques to identify electrical hazards and the appropriate enforcement actions to be taken. The course is for coal inspection personnel with limited or no electrical expertise.

Contents:

- g Basic Electrical Theory
- g Basic Circuitry
- g Hazard Recognition
- g Grounding
- g Power Distribution Systems
- g Regulations and Policies
- g Personal Safety
- g Citations and Orders
- g Inspection of Electrical Equipment
- g Permissibility

NOTE: This course is not intended for Electrical Specialists.

Technical Coordinator:	Roy Milam
Course Length:	3 days
Tuition:	\$215.00
Dates:	April 22-24, 2003



EXPLOSION PREVENTION



This course is designed to provide methods and techniques for identification of explosion hazards, prevention of such hazards, and appropriate actions to be taken when a hazard is detected. The course is structured for MSHA coal compliance specialists and industry personnel.

Contents:

- g Permissibility
- g Recognizing Potential Hazards
- g Proper Rock Dusting Techniques and Sampling Procedures
- g Recent Events
- g Effective Workplace Examinations

Technical Coordinator: Scott Mandeville

Course Length: 2 Days

Tuition: \$143.00

Dates: January 14-15, 2003

HAULAGE (SURFACE)



Haulage accidents have been the highest category of fatal accidents for several years at our Nation’s surface mines. This course teaches how to recognize the hazards that may exist in surface haulage, and is taught by former surface coal and metal/nonmetal mine compliance specialists.

Contents:

- g Compliance Determination of 30 CFR Parts 77.400 and 77.1600
- g Inspection Procedures for Surface Mining Equipment
- g Use of Signs and Traffic Control on Mine Property
- g Haul Road Design
- g Brake Systems
- g New Technology (video cameras)
- g Rollover Protective Structures (ROPS)
- g Falling Object Protective Structures (FOPS)
- g Tire and Rim Safety
- g Overview of Fatal Accidents

Technical Coordinator: John Tyler
Course Length: 3 days
Tuition: \$215.00
Dates: July 8-10, 2003

INDUSTRIAL HYGIENE



This course will enable health and safety compliance specialists to recognize and effectively assess health hazards, other than dust and noise, in coal mines and related areas. Laboratory exercises will include sampling procedures and techniques for more common health hazards that may be encountered during inspections. Other health hazard sampling procedures and techniques as well as health effects – respiratory, dermatological, carcinogenic – will also be discussed.

Contents:

- g Industrial Hygiene Terminology
- g Toxicology
- g Solvents
- g Asbestos
- g Radiation (Gamma, Ultraviolet)
- g Sampling Methods
- g Methods of Control
- g Contaminants Detected at Mine Sites

Technical Coordinator: William D. McKinney

Course Length: 3 days

Tuition: \$215.00

Dates: July 15-17, 2003

**INSPECTOR'S PORTABLE APPLICATIONS FOR
LAPTOPS (IPAL) REVIEW – COAL**

The IPAL review course is designed for MSHA coal compliance specialists. The course reviews the latest version of the IPAL Program. The course also covers the fundamentals of the computer operating system, troubleshooting, and how to use the computer to reference resource material stored in the computer.

Contents:

- g IPAL (Inspector's Portable Applications for Laptops)
- g Reference Material (30 CFR, Mine Act, PPM, Policy Information Letters, and Program Information Bulletins)
- g Basic Troubleshooting and Maintenance of the Laptop Computer and the IPAL Program
- g Using the Citrix Metaframe

Technical Coordinators: Betty Hogan
Naomi Hughes

Course Length: 2 days

Tuition: None

Dates: March 25-26, 2003

Additional courses can be
scheduled upon request

LONGWALL SAFETY



The primary purpose of this course is to introduce the student to longwall mining. It will also make the experienced compliance specialists more familiar with the trends and new technology in this area. The course will cover all aspects of longwall mining, including approved MSHA plans and Petitions for Modification. The course reviews the basic components that make up the longwall and their functions, which will enhance and assist the inspector during the inspection of longwalls.

Contents:

- g History and Trends
- g Parts of a Longwall (shearer, plow, panline, stage loader, drives, etc.)
- g Shields (parts and controls)
- g Strata Control (above the longwall)
- g Hydraulics
- g Longwall Moves
- g Special Roof Control Products for Longwalls
- g Ventilation (section, gob, bleeder, bleeder fans)
- g Basic Longwall Electrical Systems
- g CO Monitors
- g Degasification
- g Respirable Dust Control
- g Inspection Procedures
- g Regulations

Technical Coordinator: Don Gibson
Course Length: 3 days
Tuition: \$215.00
Dates: July 29-31, 2003

MINE ACCIDENT INVESTIGATION AND REPORT WRITING

This course is available for MSHA coal, metal/nonmetal, labor and industry accident investigators. **Other interested individuals should contact the Technical Coordinator.** The course reviews basic guidelines, procedures, and techniques used to investigate and report on accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, proper analysis for corrective actions, and completion of investigative reports following relevant MSHA guidelines and policies. At the conclusion of the class, in a practical exercise, students will conduct a simulated accident investigation and prepare a report. **Students should bring their laptop computers.**

Contents:

- g Overview of Accident Investigation
- g Pre-Investigation Activities
- g Accident Reconstruction
- g Photography/Sketching
- g Interviewing Techniques
- g Data Collection and Evaluation
- g Developing Conclusions and Recommendations
- g Report Writing
- g TapRooT®

Technical Coordinators:	Kenneth M. Scott Don Gibson
Course Length:	8 days
Tuition:	\$572.00
Dates:	December 3-12, 2002 March 18-27, 2003 May 13-22, 2003 July 15-24, 2003 September 16-25, 2003

NOISE HAZARDS, REGULATION, AND CONTROL

This course provides the participant with information on the hazards associated with overexposure to noise. It also thoroughly reviews 30 CFR Part 62, and appropriate monitoring and control methods. In addition, the students will discuss the elements of an effective hearing conservation program.

Contents:

- g Characteristics of Noise
- g Impact of Noise on Health
- g Noise Monitoring
 - ' Sound Level Meters
 - ' Dosimeters
 - ' Octave Band Analysis
- g Audiometric Examinations
- g Noise Regulation - Compliance Discussion
 - ' Exposure levels
 - ' Monitoring
 - ' Hearing Conservation Programs
 - ' Training Requirements
- g Control methods

Technical Coordinator: William D. McKinney
Course Length: 3 days
Tuition: \$215.00
Dates: Scheduled upon request

ROOF CONTROL FOR MINERS



This course will update the miner on regulations and the new safety products regarding roof control. Miners will be instructed in the principles and methods of roof/rib control. Subjects listed will be incorporated with safe mining practices to help reduce roof fall fatalities.

Contents:

- g Mobile Roof Supports/Retreat Mining
- g Cable Bolts
- g New Roof Bolting Products
- g Supplemental Supports (wood)
- g Geology
- g New ASTM Specs
- g ATRS/Canopies
- g Hazard Recognition
- g Other Topics

Technical Coordinator: John Rosiek
Course Length: 1 day
Tuition: \$72.00
Dates: Available at worksite upon request

ROOF CONTROL SEMINAR

This seminar is designed for miners, company managers, engineers, trainers, roof bolter machine operators, and for any individual in coal mine roof safety. Federal and state enforcement personnel wishing to increase their knowledge in the latest developments in roof and rib control will also find this seminar very beneficial. This seminar will update personnel on new products and methods related to roof stability. The seminar will include presentations by personnel from the Academy, Technical Support, MSHA headquarters, other government agencies, and industry. All subjects will incorporate safe mining practices which will reduce roof fall injuries and fatalities. The seminar will discuss new roof control techniques, trends, and developments.

Contents:

- g New Roof Bolting Products
- g Supplemental Supports
- g Roof Control Fatality Trends and Prevention
- g Roof Control Machinery Updates

Technical Coordinators: Joseph P. Fama
John Rosiek

Course Length: 2 days

Tuition: None

Dates: May 28-29, 2003

**SURFACE FACILITIES AND COAL
PREPARATION**

This course is designed to familiarize the student with: equipment and processes used in coal preparation plants; hazards that might exist around preparation plants; and inspection requirements for such plants. This course has been expanded to include structural safety in an effort to eliminate surface structural failures in the mining industry.

Contents:

- g Structural Safety
- g Equipment Guarding
- g Stockpile Safety
- g Delivery Methods to the Plant
- g Crushing, Sizing, and Washing Processes
- g Dewatering and Drying
- g Storage of Raw and Clean Coal
- g Potential Hazards
- g Preparation Plant Inspection

Technical Coordinators: Clifford F. Lindsay
John Tyler

Course Length: 3 days

Tuition: \$215.00

Dates: August 26-28, 2003

TapRoot® SYSTEM ACCIDENT/INCIDENT INVESTIGATION TRAINING

This course is for MSHA coal, metal/nonmetal, technical support, or other MSHA employees who are involved in mine accident/incident investigations. The TapRoot® System provides a methodology to lead an investigator through the techniques and steps used to perform an in-depth investigation of an incident's root causes. Training focuses on developing a flow diagram of the events and conditions leading up to the undesired incident, evaluating each condition, identifying causal factors, and evaluating each factor as to root cause. The course will include training on Systems Improvement's SnapCharT® and Root Cause Tree® software.

The SnapCharT® software is a graphic presentation of the sequence of events identified and discovered during the physical onsite investigation. A SnapCharT® helps the investigator to organize the information gathered and identify the contributing factors that lead to the incident. From this chart the investigator can identify causal factors. In addition, it helps the investigator identify holes and inconsistencies in the information gathered during the investigation.

The Root Cause Tree® software takes over where a SnapCharT® stops. While the SnapCharT® looks at what happened and the contributing factors involved, the Root Cause Tree® looks at why it happened. The Root Cause Tree® provides the investigator with a fairly comprehensive list of the root causes that should be considered for every incident.

Students should bring their laptop computers.

Contents:

- g** Equipment Failure Analysis including:
 - ' Design Failures
 - ' Defective Parts
 - ' Preventive/Predictive Maintenance

**TapRooT® SYSTEM ACCIDENT/INCIDENT
INVESTIGATION TRAINING** *(continued)*

- g** Human Performance Difficulty Analysis including:
- ' Procedures
 - ' Training
 - ' Quality Control
 - ' Communications
 - ' Management Systems
 - ' Human Engineering
 - ' Work Direction

Technical Coordinators: Kenneth M. Scott
Don Gibson

Course Length: 3 days

Tuition: \$215.00

Dates: January 14-16, 2003
April 22-24, 2003
June 24-26, 2003

**UNDERGROUND DIESEL EQUIPMENT/
VENTILATION**

This course provides the participants with techniques to conduct an evaluation of existing underground mining diesel equipment. Basic air sampling principles will be presented. The impact of diesel equipment on the mine ventilation system and the mine ventilation plan will be discussed. The associated health hazards with diesel equipment and diesel fuel will be examined.

Primary emphasis will focus on the Code of Federal Regulations (30 CFR) related to underground mining operations. The class will integrate technology with case studies and basic laboratory work.

Contents:

- g Code of Federal Regulations Review
- g Air Sampling Procedures
- g Introduction to Basic Air Flow Measurement Techniques
- g Equipment
- g Health Hazards
- g Proper Health Sampling Techniques
- g Review of Diesel Technology

Technical Coordinators: Scott Mandeville
Don Gibson

Course Length: 3 days

Tuition: \$215.00

Dates: March 11-13, 2003
June 3-5, 2003

**UNDERGROUND HAULAGE,
TRANSPORTATION, AND
MACHINERY**



Accidents classified as Haulage or Machinery have continued to be one of the leading causes of fatalities in underground mining. These two catagories are also the leading causes of nonfatal accidents in underground mining which result in lost work days. This course teaches recognition of some of the hazards associated with haulage equipment and other machinery found in underground coal mines and methods to eliminate them.

Contents:

- g Recent Statistical Data
- g Investigative Findings of Some Recent Accidents
- g Difference Between Those Accidents Classified as Haulage and Those Classified as Machinery
- g Regulations and Policy
- g Safeguards

Technical Coordinator: Roy Milam
Course Length: 2 days
Tuition: \$143.00
Dates: February 25-26, 2003

COAL MINE COMPLIANCE SPECIALISTS RETRAINING

MSHA underground coal mine compliance specialists are required to receive a minimum of two weeks of training every two years.

Listed below are the dates and subjects of the training sessions scheduled at the Academy.

SCHEDULE

October 22-31, 2002

January 7-16, 2003

April 8-17, 2003

July 15-24, 2003

SUBJECTS

- g Roof and Rib
- g Electrical
- g Ventilation
- g Noise
- g Part 48
- g Citation/Order
- g Preshift and Onshift Inspections
- g Conveyor Belts
- g Contractors
- g Law Regulation Policy
- g AAA Inspection Procedures
- g Fatals Analysis/Citations Issued
- g Mine Maps

These subject areas are for the October class only.

New subject areas for other scheduled dates will be announced later.

COAL ENTRY LEVEL COMPLIANCE SPECIALISTS TRAINING

The courses listed in this section are designed for entry level mine compliance specialists. However, they may be attended by Federal, state, mining industry, and labor organization personnel.

Training dates are given with each module.

Need More Info? Contact:

Jan Keaton
Department of Instructional Services
National Mine Health and Safety Academy
1301 Airport Road
Beaver, West Virginia 25813-9426

TELEPHONE: (304) 256-3234
FAX: (304) 256-3247
E-MAIL: keaton-janice@msha.gov

COAL CURRICULUM (MODULES I-VIII)

The following chart shows the required core courses for entry level compliance specialists.

**Wellness Training is scheduled daily for each module.
Laptop computer and printer required for all modules.**

MODULE I (4 weeks)

Orientation	Effective Citation Writing	Citations and Orders/
Standards of Conduct	Law, Regulation, & Policy/	Notetaking
Diversity	Math	Introduction to Laptops
Professionalism		

MODULE II (3 weeks)

Inspection Procedures	Surface Installations	Ground Control
Inspector's Portable	Combustible Materials	Structural Safety
Applications for	and Rockdusting	Gas Detecting Devices
Laptops (IPAL)		

MODULE III (3 weeks)

Citations and Orders	Roof Control I	Respirable Dust
Review (S&S)	Surface Load and Haul	

MODULE IV (3 weeks)

Citations and Orders	IPAL Review	Workplace Examinations
Review [104(d)]	Mine Maps/Ventilation	Simulated Inspection
Fire Protection	Courtroom Procedures	Misc. Safety Standards

MODULE V (3 weeks)

Blasting and Explosives	Roof Control II	Mine Electricity I
Citations and Orders	Petition for Modification	Training Requirements/
Review [107(a)]	Underground Haulage	Part 48

MODULE VI (3 weeks)

Citations and Orders	Mine Electricity II	Noise/Miscellaneous
Review [104(g) Part 46/48]	Impoundments	Health
Accident Investigation	Ventilation II	

MODULE VII (3 weeks)

Part 50	Diesel Permissibility	Mine Rescue/Part 49
Interviewing Techniques	Mine Wide Monitoring	Introduction to Special
Electrical Permissibility	Longwall	Investigations

MODULE VIII (3 weeks)

Repeat Violation Reduction	Technical Support Field	Employee Health and
Program (RVRP)	Trip	Safety
Simulated Inspection	Citations and Orders	Conference Communi-
Citations and Orders	Review [103(f)/103(g)]	cations/Trip to
Review [103(k) Part 50]	Hoisting	District Office
		Review/Graduation

**COAL ENTRY LEVEL
COMPLIANCE SPECIALISTS TRAINING**

GROUP 36

Module I	November 3 – November 22, 2002	(3 weeks)
Module II	January 27 –February 14, 2003	(3 weeks)
Module III	March 24 – April 18, 2003	(4 weeks)
Module IV	June 2 – June 20, 2003	(3 weeks)
Module V	July 14 – August 1, 2003	(3 weeks)
Module VI	September 8 – September 26, 2003	(3 weeks)
Module VII	October 20 – November 7, 2003	(3 weeks)
Module VIII	December 1 – December 19, 2003	(3 weeks)

COMPUTER TRAINING SCHEDULE

Contents of each computer class are listed followed by a schedule by course dates. All persons attending, except employees of Federal, state, or local governments, will be charged a tuition fee of \$215.00 for a three-day class; \$143.00 for a two-day class; and \$72.00 for a one-day class.

Additional information may be obtained by contacting the Course Coordinators: Mac A. Carnes (304) 256-3398; Naomi A. Hughes (304) 256-3313; or Betty Hogan (304) 256-3235.

To Enroll Contact:

National Mine Health and Safety Academy
Student Services Branch
1301 Airport Road
Beaver, West Virginia 25813-9426

TELEPHONE: (304) 256-3252
FAX: (304) 256-3251



MICROSOFT WORD 2002

Microsoft Word 2002 is a word-processing program that is used to compose and update a wide range of business documents. It offers many desktop-publishing features that let you enhance the appearance of documents. Word also has the power and flexibility to produce professional documents quickly and easily.

Contents:

- g Create a Document
- g Edit and Format
- g Present Information in Tables and Columns
- g Work with Graphics/Charts
- g Customize Word for the Way You Work
- g Create Form Letters and Labels
- g Create Forms
- g Work with Footnotes and Bookmarks
- g Work with Tables of Contents and Indexes

Technical Coordinator: Naomi Hughes
Course Length: 3 days
Tuition: \$215.00
Dates: November 19-21, 2002
January 14-16, 2003
March 4-6, 2003
May 13-15, 2003
June 10-12, 2003
July 22-24, 2003
August 12-14, 2003
September 9-11, 2003



MICROSOFT WINDOWS 2000/ MICROSOFT OUTLOOK 2002

Windows 2000 is an operating system that organizes files, runs programs, and coordinates work. This course will explore some of the basic features of the Windows desktop.

Contents:

- g Use the Windows Desktop
- g Customize Windows to the Way You Work
- g Work with Files and Folders
- g Print - How to Add a Network Printer
- g Change Windows Settings
- g Change Password
- g Use the System Tools
- g Use of Network Drives vs. Local Drives
- g Log Onto the Network vs. Local Drives
- g Virus Utilities
- g Remote Access

Microsoft Outlook 2002 is a desktop communications program that helps manage time and information more effectively and enables users to share information and collaborate with others more easily.

Contents:

- g Mailbox Folder Creation
- g Limitation on Mailbox Size
- g How to Determine Mailbox Size
- g Customize and Organize Email Messages
- g Personal/Public Shared Folder
- g Personal/Global Address Book
- g Schedule and Manage Meetings
- g Create and Organize Contacts/Tasks/Notes

- g Customize Outlook
- g Insert Hyperlinks to Files
- g Remote Access
- g Manage your Calendar
- g Use the Journal
- g Out of Office Assistant

Technical Coordinator: Naomi Hughes
Course Length: 2 days
Tuition: \$143.00
Dates: February 11-12, 2003
April 8-9, 2003
May 20-21, 2003
August 5-6, 2003



MICROSOFT POWERPOINT 2002

Microsoft PowerPoint 2002 is a presentation program that allows users to create overhead slides, speaker notes, audience handouts and outlines – all in a single presentation file. PowerPoint offers powerful tools to help create and organize a presentation step by step. This class includes hands-on work in the Computer Laboratory, and development of a sample presentation.

Contents:

- g Choose the Best Method to Start a Presentation
- g Create a Presentation Using Suggested Content and a Design Template
- g Browse Through a Presentation
- g Enter and Edit Text in a Presentation
- g View a Presentation
- g Insert Slides from Other Presentations
- g Rearrange Slides in a Presentation
- g Create a Folder to Store a Presentation
- g Change Text Alignment and Spacing
- g Find and Replace Text and Fonts
- g Correct Text While Typing
- g Check Spelling and Presentation Styles
- g Add a Header and Footer
- g Choose the Right Print Settings
- g Preview and Print a Presentation
- g Enter and Print Speaker Notes

Technical Coordinator: Betty Hogan
Course Length: 3 days
Tuition: \$215.00
Dates: December 3-5, 2002
January 28-30, 2003
April 22-24, 2003
July 15-17, 2003



MICROSOFT EXCEL 2002 – BASIC

Excel 2002 is a spreadsheet program that can be used to organize, analyze and attractively present data, such as a budget or sales report. This course requires a prior knowledge of computers. Classroom activities include hands-on work in the Computer Laboratory.

Contents:

- g Excel Basics
- g Entering and Editing Data
- g Modifying a Worksheet
- g Using Functions
- g Formatting Worksheets
- g Printing
- g Creating Charts
- g Using the Help Feature

Technical Coordinator: Mac Carnes
Course Length: 3 days
Tuition: \$215.00
Dates: November 5-7, 2002
March 11-13, 2003
May 20-22, 2003



MICROSOFT EXCEL 2002 – INTERMEDIATE

Excel 2002 is a spreadsheet program that can be used to organize, analyze and attractively present data, such as a budget or sales report. This course requires a prior knowledge of computers and the Basic Excel course. Activities include hands-on work in the Computer Laboratory.

Contents:

- g Working With Large Worksheets
- g Working With Multiple Worksheets and Workbooks
- g Advanced Charting
- g Advanced Formatting
- g Using Templates
- g Additional Functions
- g Protecting Parts of a Worksheet

Technical Coordinator: Mac Carnes
Course Length: 3 days
Tuition: \$215.00
Dates: January 7-9, 2003
May 6-8, 2003
July 15-17, 2003



MICROSOFT ACCESS 2002 – BASIC

Access 2002 is a database program that allows users to store and manage large collections of information. Access provides all the tools needed to create an efficient and effective database. This course requires a prior knowledge of computers. Activities include hands-on work in the Computer Laboratory.

Contents:

- g Access Basics
- g Creating Databases
- g Working With Fields and Records
- g Querying Tables
- g Creating and Using Forms
- g Create, Modify and Print Reports
- g Import and Export Database Objects

Technical Coordinator: Mac Carnes
Course Length: 3 days
Tuition: \$215.00
Dates: October 22-24, 2002
March 4-6, 2003
July 8-10, 2003



MICROSOFT ACCESS 2002 – INTERMEDIATE

Access 2002 is a database program that allows users to store and manage large collections of information. Access provides all the tools needed to create an efficient and effective database. This course requires a prior knowledge of computers. Activities include hands-on work in the Computer Laboratory.

Contents:

- g** Creating Relational Databases
- g** Working With Related Tables
- g** Input Masks
- g** Advanced Query Features
- g** Creating Advanced Queries
- g** Advanced Form Design
- g** Advanced Report Features
- g** Creating Charts in Forms and Reports

Technical Coordinator: Mac Carnes
Course Length: 3 days
Tuition: \$215.00
Dates: December 3-5, 2002
April 8-10, 2003
August 19-21, 2003



MICROSOFT ACCESS 2002 – ADVANCED

Access 2002 is a database program that allows users to store and manage large collections of information. Access provides all the tools needed to create an efficient and effective database. This course is for experienced database users and requires a prior knowledge of Microsoft Access. Activities include hands-on work in the Computer Laboratory.

Contents:

- g** Create and Use an Advanced Form
- g** Create and Use Macros
- g** Exploring Access SQL
- g** Managing and Protecting Databases

Technical Coordinator: Mac Carnes
Course Length: 3 days
Tuition: \$215.00
Dates: January 28-30, 2003
May 13-15, 2003
September 16-18, 2003

CERTIFICATION AND QUALIFICATION COURSES

The courses in this section are available to MSHA and industry personnel. Upon successful completion of any of these courses, participants will receive the required MSHA certification for the particular area covered.



Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Jan Keaton at (304) 256-3234. The course will then be scheduled.



If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256-3234.

To Enroll Contact:

National Mine Health and Safety Academy
Student Services Branch
1301 Airport Road
Beaver, West Virginia 25813-9426

TELEPHONE: (304) 256-3252
FAX: (304) 256-3251

**ANNUAL RETRAINING FOR
IMPOUNDMENT QUALIFICATION**

This course provides the annual retraining requirements for qualified impoundment compliance specialists. Impoundment compliance specialists are required to receive annual retraining in accordance with the requirements specified in the Code of Federal Regulations [30 CFR 77.107-1(b)].

Contents:

- g Reviews of Proper Inspection Procedures
- g Signs of Impoundment Distress
- g Instrumentation Monitoring
- g Construction Monitoring
- g Emergency Action Planning
- g Foundation Analysis
- g Geotechnical Investigations
- g Breakthrough Potential Analysis

Technical Coordinator: Clifford F. Lindsay
Course Length: 4 hours
Tuition: \$41.00
Dates: December 17, 2002
March 20, 2003
June 18, 2003
September 11, 2003

**QUALIFICATION FOR
IMPOUNDMENT INSPECTION**



This course provides the initial training for personnel who are required to inspect impoundments. Successful completion of this course qualifies the participant to inspect impoundments as required by the Code of Federal Regulations [30 CFR 77.216-3(g)].

Contents:

Introductory training on:

- g Proper Inspection Procedures
- g Recognizing Deficiencies and Signs of Distress
- g Failure Modes
- g Foundation Analysis
- g Geotechnical Investigation
- g Breakthrough Potential Analysis
- g Common Instrumentation
- g Facility Configurations
- g Field Hazard Classifications
- g Reporting Requirements
- g Inspection Forms

Technical Coordinator: Clifford F. Lindsay
Course Length: 8 hours
Tuition: \$72.00
Dates: November 13, 2002
February 13, 2003
May 15, 2003
July 10, 2003

**RESPIRABLE COAL MINE DUST SAMPLER
CALIBRATION/MAINTENANCE CERTIFICATION**

This course provides the initial training for personnel who are required to calibrate and maintain coal mine dust sampling equipment. Successful completion of this course certifies the participant to calibrate and maintain respirable coal mine dust sampler units under the current Code of Federal Regulations (30 CFR Parts 70/71/90).

Contents:

- g Properties of the Approved Sampling Unit
- g Responsibilities of the Certified Person for Maintenance and Calibration

Hands-On Instruction:

- g Pump Calibration Procedures
- g Maintenance Requirements
- g Sampling Unit Inspection
- g Pre-Shift Checks of Approved Sampling Unit

Technical Coordinator: William D. McKinney
Course Length: 8 hours
Tuition: \$72.00
Dates: September 24, 2003

**RESPIRABLE COAL MINE DUST SAMPLING
CERTIFICATION**

This course provides the initial training for personnel who are required to collect coal mine dust samples.

Successful completion of this course certifies the participant to collect and submit respirable coal mine dust samples under the current Code of Federal Regulations (30 CFR Parts 70/71/90).

Contents:

Instruction in the Regulations Governing the Coal Mine Operator’s Respirable Dust Sampling Program including:

- g Nature of Respirable Dust Hazards
- g Responsibilities of the Certified Sampler
- g Respirable Dust Sampling Procedures
- g Approved Sampler Units
- g On-Shift Parameter Checks

Hands-on Instructions for Sampling Unit:

- g Assembly
- g Inspection
- g Use

Technical Coordinator:	William D. McKinney
Course Length:	8 hours
Tuition:	\$72.00
Dates:	September 23, 2003

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GENERAL COURSES FOR MSHA AND THE MINING INDUSTRY

The Academy courses described in this section are available to MSHA and industry personnel.



Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Jan Keaton at (304) 256-3234. The course will then be scheduled.



If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256-3234.

To Enroll Contact:

National Mine Health and Safety Academy
Student Services Branch
1301 Airport Road
Beaver, West Virginia 25813-9426



TELEPHONE: (304) 256-3252
FAX: (304) 256-3251

**ACCIDENT PREVENTION
TECHNIQUES**



This course is designed for safety managers/directors, mine managers, or anyone in the mining industry involved in safety management. Several proven accident reduction techniques are covered during the three-day class. The course begins with a discussion on the principle of multiple causation and the importance of identifying the significant contributing factors in most mining accidents. Accidents/incidents are broken into the three levels of causation with examples of each level discussed. Discussions focus on the indirect level of causation through a technique of identifying performance problems as either skill or motivational. Unsafe conditions and unsafe work practices are addressed through job safety analysis and job observation. Stress, safety communications, and effective safety talks will be covered. The class ends with a health and safety survey which can identify the strengths and weaknesses of a company's health and safety program.

Contents:

- g Accident/Incident Analysis
- g Analyzing Performance Problems
- g Safety Communications/Promotion
- g Developing Effective Safety Talks
- g Managing Stress
- g Job Safety Analysis
- g Job Observation
- g Accident Investigation
- g Mine Safety Program Rating Procedures

Technical Coordinator: Kenneth M. Scott
Course Length: 3 days
Tuition: \$215.00
Dates: Scheduled upon request



**ADVANCED
VENTILATION/
BLEEDER AND GOB
VENTILATION SYSTEMS**



This advanced ventilation course is specifically designed for ventilation specialists, safety compliance specialists, supervisors, and mine managers. It will improve their understanding and working knowledge in ventilation systems for underground mining. This course will provide detailed discussion in the following areas.

Contents:

- g** Ventilation Design
- g** Plan Approval
- g** Regulatory Compliance
- g** Maintenance
- g** Inspection/Examination
- g** Evaluation of Ventilation Systems
- g** De-gasification

Technical Coordinator: Scott Mandeville
Course Length: 2 days
Tuition: \$143.00
Dates: January 7-8, 2003



ELECTRICAL SAFETY FOR COAL MINERS

This course is designed to provide practical methods and techniques to identify electrical hazards and the appropriate enforcement actions to take. The course is for coal industry personnel with limited or no electrical expertise.

Contents:

- g Basic Electrical Theory
- g Basic Circuitry
- g Hazard Recognition
- g Grounding
- g Power Distribution Systems
- g Regulations and Policies
- g Personal Safety
- g Inspection of Electrical Equipment
- g Permissibility

NOTE: This course is not intended for Electrical Specialists.

Technical Coordinator: Roy Milam
Course Length: 3 days
Tuition: \$215.00
Dates: April 22-24, 2003

ELECTRICAL SAFETY FOR METAL/NONMETAL MINERS

This course is designed to provide practical methods and techniques to identify electrical hazards and the appropriate enforcement actions to take. This course is for metal/nonmetal industry personnel with limited electrical expertise.

Contents:

- g Grounding
- g Power Distribution Systems
- g Inspection of Electrical Equipment
- g Regulations and Policies
- g Hazard Recognition
- g Personal Safety

NOTE: This course is not intended for Electrical Specialists.

Technical Coordinator:	Roy Milam
Course Length:	2 days
Tuition:	\$143.00
Dates:	January 28-29, 2003 June 17-18, 2003



HAZARD COMMUNICATION (HAZCOM)

This course is designed to provide operators with information to develop an effective HazCom program. It will review the requirements of 30 CFR Part 47, including identification of chemicals at the mine site, determining which chemicals are hazardous, establishing a HazCom Program, and informing miners about chemical hazards and appropriate protection measures.

Contents:

- g Purpose and Scope of the HazCom Standard
- g Operators and Chemicals Covered
- g Identification of Hazardous Chemicals
- g Requirements for a HazCom Program
- g Container Labels and Other Forms of Warning
- g Material Safety Data Sheet (MSDS) Requirements
- g HazCom Training Requirements
- g Availability of HazCom Information
- g Trade Secret Provisions
- g Exemptions

Technical Coordinators: Tom Bonifacio
William D. McKinney
John Tyler

Course Length: 1 day

Tuition: \$72.00

Dates: April 22, 2003

HOISTS AND EL EVATORS

This course provides instruction to the student in the basic parts of mine personnel hoists and elevators. It includes discussion of drums, sheaves, cages, but mainly concentrates on wire ropes and terminations. The student will learn basic wire rope and termination technology and how to use this knowledge to enforce removal criteria according to the Code of Federal Regulations (30 CFR 75.1400 or 56.19000). The class will also touch on the American Society of Mechanical Engineers (ASME) A17.1 and A17.2 Standards which apply to elevators. The student will be taught how to conduct an adequate inspection for personnel hoists and elevators. There are exercises on hazard recognition and how to write the appropriate citations. This course is for MSHA coal compliance specialists, MNM compliance specialists, and industry personnel.

Contents:

- g Wire Rope Technology
- g Terminations and Attachments
- g Removal Criteria According to 30 CFR
- g How to Apply ASME A17.1 & A17.2
- g Hazard Recognition
- g Inspection Procedure
- g Citation and Order Writing

Technical Coordinator: Joseph P. Fama
Course Length: 3 days
Tuition: \$215.00
Dates: September 23-25, 2003

**INDUSTRIAL HYGIENE: SAMPLING FOR
RESPIRABLE SILICA DUST AND NOISE**

(Offered on site)

This class, developed in cooperation with the National Stone, Sand and Gravel Association, **is to be scheduled at your worksite**. It involves two days of classroom work and a full day of on-site sampling for silica and noise. It prepares miners and mine operators to conduct ongoing sampling. Results of noise sampling are available immediately; dust samples require analysis in the laboratory, and the cost of analysis is picked up by the mine operator.

A minimum of ten students is required; the maximum class size is fifteen students.

Contents:

- g Hazards of Silica and Noise
- g Introduction to Industrial Hygiene
- g Sampling Equipment and Techniques Laboratory
- g Record Keeping
- g Calculations
- g Controls

Technical Coordinators:	William D. McKinney Polly Kalich
Tuition:	\$250.00 per student
Dates:	Limited availability; to be arranged with individual operators

INSTRUCTOR TRAINING WORKSHOP (PART 48)

This course is intended to improve the instructional skills, abilities, and knowledge of mine trainers. Participants will be required to select, develop, and present a 15-minute training segment on a health or safety topic in 30 CFR Part 48. The presentation will be videotaped for playback and individual review.

Approval as a Part 48 instructor is a two-part process. (1) You must demonstrate that you have knowledge of the subjects that you will be teaching. This is generally accomplished by submitting a resume to the local MSHA District showing your mining experience and education. (2) You must demonstrate that you have the ability to teach. Successful completion of this course will enable you to meet this requirement.

The course is offered as a three (3) or four (4) day program. An **optional** MSHA First Aid class is offered the **first** day.

Contents:

- g Principles of Adult Instruction
- g Developing Objectives
- g Developing Criterion Test Items
- g Outlining the Training Content
- g Determining the Instructional Methods
- g Developing and Using Training Aids
- g Developing a Lesson Plan
- g Using Facilitation Skills
- g Part 48 Requirements
- g MSHA First Aid Program

Technical Coordinator: Kenneth M. Scott
Course Length: 3 days (4 days with first aid)
Tuition: \$215.00 (3 days)
\$286.00 (4 days)
Dates: November 18-21, 2002
April 14-17, 2003
August 25-28, 2003

(All dates include one day First Aid Instructor Training)

INTERMEDIATE TOXICOLOGY



This course will provide coal and metal/nonmetal health specialists with a review of the uptake, distribution, metabolism, and elimination of industrial and environmental chemicals. Dose- and time-response relationships will be discussed. Toxic effects of metals, particulates, solvents, and other chemicals found in the mine environment will be examined.

Contents:

- g Introduction to Fundamental Concepts of Toxicology
- g Review of Terminology Used in Toxicology
- g Comparison of Inhalation, Ingestion, and Dermal Exposures
- g Definition of Endpoints of Toxicity
- g Summary of Acute Versus Chronic Toxicity
- g Discussion of Toxicity Data Used to Develop Exposure Limits for Humans

Instructor: Michelle Schaper
Technical Coordinator: William D. McKinney
Course Length: 3 days
Tuition: \$215.00
Dates: August 12-14, 2003

INTRODUCTION TO MINING



The mining industry fulfills the important function of providing society's raw materials. Increasingly, mining has become more complex, due to rapid technological changes and comprehensive regulations. This complexity coupled with the industry's rich and traditional use of unique terminology can make understanding mining difficult for persons unfamiliar with it. This course introduces participants to the broad scope of mining, and is for those with little or no mining knowledge. It will provide participants with a working understanding of the various aspects of the industry.

Contents:

- g Mining Terminology
- g Mineral Exploration and Geology
- g Mineral Economics
- g Description of the Different Mining Methods
- g Coal Preparation and Mineral Processing
- g Health and Safety Regulations including:
 - ' Ground/Roof Control
 - ' Ventilation and Dust Control
 - ' Haulage and Hoisting
 - ' Personal Protective Equipment
 - ' Mapping
 - ' Mine Examinations
 - ' Electricity
 - ' Explosives
 - ' Hygiene

Technical Coordinator: Jimmy L. Shumate
Course Length: 3 days
Tuition: \$215.00
Dates: August 26-28, 2003

**MINE AC CIDENT
INVESTIGATION TECHNIQUES**



This course is directed towards safety directors, managers, foremen, union safety committee persons, or mining industry (metal/ nonmetal or coal) individuals involved in accident investigation. Course content reviews basic guidelines, procedures, and techniques for the preparation and handling of investigations of accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, and proper analysis for corrective actions. Hands-on exercises are stressed along with class participation.

Contents:

- g Overview of Accident Investigation
- g Pre-Investigation Activities
- g Accident Reconstruction
- g Photography/Sketching
- g Interviewing Techniques
- g Data Collection and Evaluation
- g Developing Conclusions and Recommendations

Technical Coordinator: Kenneth M. Scott
Course Length: 3 days
Tuition: \$215.00
Dates: September 9-11, 2003

MINE CONSTRUCTION, MAINTENANCE, AND REPAIRS SAFETY

This course is designed for the mining construction industry, related support groups, mining regulatory agencies, and others that are involved with the planning, design, and application of mine construction and maintenance activities.

Contents:

- g Accident Analysis and Prevention
- g Effective Work Area Examinations
- g Mobile Equipment Examinations
- g Fall Prevention
- g Basic Crane Safety
- g Material Storage and Handling
- g Conveyor Belt Safety
- g Confined Space Safety
- g Wire Ropes and Slings
- g Surface Installations

Technical Coordinator:	Tom Bonifacio
Course Length:	2 days
Tuition:	\$143.00
Dates:	November 13-14, 2002 June 3-4, 2003

**MINE EL EVATOR IN SPECTION
PROGRAM TRAINING – MOD ULE I**



This training module covers the inspection of mine elevators and the impact of the mine environment on critical elevator components. It will enable the student to perform basic mine elevator inspections, focusing on critical safety concerns, including those identified in recent mine elevator accidents. The material will be correlated to the applicable sections of ASME A17. Many visuals and actual elevator hardware will be used throughout the program.

This module is a stand-alone program for elevators used in harsh environments. It also can be used as the first in a series of modules designed to prepare the student for taking the Qualified Elevator Inspector (QEI) certification examination.

NOTE: Students should bring the latest version of elevator codes ASME A17.1 & A17.2.1 with them, although they are not mandatory.

- Technical Coordinator:** Roy Milam
- Course Length:** 3 days
- Tuition:** \$215.00
- Dates:** July 29-31, 2003



MINE RESCUE TRAINING

This course is designed for mine rescue teams and mining industry personnel that may be associated with responding to mine emergencies, such as mine fires, explosions, and inundations. The major part of the training is accomplished by participation in exercises in the Mine Simulation Laboratory.

Contents:

- g Mine Emergency Response Overview
- g Mine Emergency Operations
- g Mine Emergency Personnel
- g Mine Emergency Communications and Decision Making
- g Mine Emergency Practices and Procedures
- g Mine Emergency Rescue and Recovery Strategy
- g Tactical Implementation of Operations

Technical Coordinator: David Friley
Course Length: 1 day
Tuition: \$72.00*
Dates: Available upon request

* Tuition may be waived for mine rescue team members participating in team training activities, up to ten (10) days per calendar year.

NOISE HAZARDS, REGULATION, AND CONTROL

This course provides the participant with information on the hazards associated with overexposure to noise. It also thoroughly reviews 30 CFR Part 62 and appropriate monitoring and control methods. In addition, the course discusses the elements of an effective hearing conservation program.

Contents:

- g Characteristics of Noise
- g Impact of Noise on Health
- g Noise Monitoring
 - ' Sound Level Meters
 - ' Dosimeters
 - ' Octave Band Analysis
- g Audiometric Examinations
- g Noise Regulation - Compliance Discussion
 - ' Exposure Levels
 - ' Monitoring
 - ' Hearing Conservation Programs
 - ' Training Requirements
- g Control Methods

Technical Coordinator: William D. McKinney
Course Length: 3 days
Tuition: \$215.00
Dates: December 17-19, 2002

**RESPIRABLE DUST AND SILICA
SAMPLING AND CONTROL**



This course includes ventilation plan case studies and intensive hands-on exercises focusing on dust control plan evaluation and quantitative measurement and analysis of control parameters.

Contents:

- g Respirable Dust and Silica: Health Hazards and Sources
- g Compliance with 30 CFR and MSHA Policy
- g Noncompliance – A History of Violations
- g Respirable Dust Sampling Equipment
- g Conducting Respirable Dust Inspections: Operator and MSHA Sampling
- g Documentation: The Importance of Good Records
- g An Introduction to Dust Control
- g Face Ventilation Systems and Equipment and Ventilation Measurements
- g Water Systems: Measuring Flows and Pressures
- g Respiratory Protection Programs and ANSI Standards
- g Operator Programs: Dust and Ventilation Control
- g Field Sampling Day(s)
- g Evaluation of Control Programs

Technical Coordinator: William D. McKinney
Course Length: 3 days
Tuition: \$215.00
Dates: Scheduled upon request

**SURFACE FACILITIES AND COAL
PREPARATION**

This course is designed to familiarize the student with: equipment and processes used in coal preparation plants; hazards that might exist around preparation plants; and inspection requirements for such plants. This course has been expanded to include structural safety in an effort to eliminate surface structural failures in the mining industry.

Contents:

- g Structural Safety
- g Equipment Guarding
- g Stockpile Safety
- g Delivery Methods to the Plant
- g Crushing, Sizing, and Washing Processes
- g Dewatering and Drying
- g Storage of Raw and Clean Coal
- g Potential Hazards
- g Preparation Plant Inspection

Technical Coordinators:	Clifford F. Lindsay John Tyler
Course Length:	3 days
Tuition:	\$215.00
Dates:	August 26-28, 2003

UNDERGROUND HAULAGE, TRANSPORTATION, AND MACHINERY



Accidents classified as Haulage or Machinery continue to be one of the leading causes of fatalities in underground mining. These two categories are also the leading causes of nonfatal accidents in underground mining which result in lost work days. This course teaches recognition of some of the hazards associated with haulage equipment and other machinery found in underground coal mines and methods to eliminate them.

Contents:

- g** Recent Statistical Data
- g** Investigative Findings of Some Recent Accidents
- g** Difference Between Those Accidents Classified as Haulage and Those Classified as Machinery
- g** Regulations and Policy
- g** Safeguards

Technical Coordinator: Roy Milam
Course Length: 2 days
Tuition: \$143.00
Dates: February 25-26, 2003

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SEMINARS / WORKSHOPS FOR MSHA AND THE MINING INDUSTRY

The Academy Seminars/Workshops described in this section are available to MSHA and industry personnel.



If you need more information about contents of a seminar/workshop, contact the technical coordinator for that seminar/workshop at (304) 256-3100 or Jan Keaton at (304) 256-3234.

To Enroll Contact:

National Mine Health and Safety Academy
Student Services Branch
1301 Airport Road
Beaver, West Virginia 25813-9426

TELEPHONE: (304) 256-3252
FAX: (304) 256-3251

**ACCIDENT INVESTIGATION RETRAINING
SEMINAR**

This seminar is designed to provide continuing education training to MSHA Accident Investigators on a bi-annual basis. Current accident investigators in Coal, MNM, Technical Support, and EPD are required to attend one of the two scheduled seminars. The first seminar was conducted in February 2001. A prerequisite for the seminar is the two-week Basic Accident Investigation and Report Writing course offered by the Academy. Space is limited to half the investigators in FY 2002 with the other half in FY 2003. **Students should bring their laptop computers.**

Some of the projected topics for the seminar are:

- g Advanced Interviewing Techniques
- g Using Tape Recorders During Interviewing
- g Legal Issues Involving MSHA Investigations
- g Advanced Evidence Collection
- g Critical Incident Stress
- g Report Writing
- g Scene Preservation and Sketching
- g NTSB Investigations

Technical Coordinator: Kenneth M. Scott
Course Length: 7 days
Tuition: None
Dates: February 19-27, 2003

MINE BLASTING SAFETY AND APPLICATION SEMINAR

This seminar is designed for company managers, blasting engineers, blasters, state and Federal mine compliance specialists (coal and metal/nonmetal), and others involved with the planning, design, and the use of explosives in the mining industry. The most recent blasting techniques, trends, and developments will be discussed, as well as the ability to share ideas in small group sessions.

Contents:

- g Vibration Analysis/Seismographs/Efficient Blasting Techniques
- g Storage of Explosives
- g Handling and Use of Explosives
- g Silica Dust and Toxic Gas Hazards in Blasting
- g Blasting Agents and Emulsions

Technical Coordinator: Wayne L. Lively
Course Length: 2½ days
Tuition: None
Dates: January 22-24, 2003

**MINE CONSTRUCTION, MAINTENANCE, AND
REPAIRS SAFETY WORKSHOP**

This workshop is designed for the mining construction industry, related support groups, mining regulatory agencies, and others that are involved with the planning, design, and application of mine construction and maintenance activities.

Contents:

- g Blasting in Construction
- g Fall Protection Systems
- g Electrical Hazards Affecting Construction
- g Equipment Practices and Workplace Examinations
- g Crane Safety
- g Working in Confined Spaces
- g Structure Demolition
- g Retrofit Noise Controls
- g Wire Ropes and Slings Used in Construction
- g Accident Review
- g How Contractors are Affected by 30 CFR Parts 46 and 48
- g Welding Safety
- g Compliance Guide for 30 CFR, Part 47 Hazard Communication (HazCom)
- g Wire Rope Testing

Technical Coordinator: Tom Bonifacio
Course Length: 3 days
Tuition: None
Dates: April 1-3, 2003

MINE FIRE CONTROL SEMINAR

This seminar is designed to provide participants with information concerning mine fire situations. The seminar will blend class presentations and case studies with exercises in the Mine Simulation Laboratory.

Contents:

- g Fire Statistics
- g Recent Events
- g An Overview of 30 CFR Part 75
- g Location and Operation of Equipment
- g Site Communications

Technical Coordinators: David Friley
Jerry Bailey

Course Length: 1 day

Tuition: None

Dates: June 18, 2003

ROOF CONTROL SEMINAR

This seminar is designed for miners, company managers, engineers, trainers, roof bolter machine operators, and for any individual in coal mine roof safety. Federal and state enforcement personnel wishing to increase their knowledge in the latest developments in roof and rib control will also find this seminar very beneficial. This seminar will update personnel on new products and methods related to roof stability. The seminar will include presentations by personnel from the Academy, Technical Support, MSHA headquarters, other government agencies, and industry. All subjects will incorporate safe mining practices which will reduce roof fall injuries and fatalities. The seminar will discuss new roof control techniques, trends, and developments.

Contents:

- g New Roof Bolting Products
- g Supplemental Supports
- g Roof Control Fatality Trends and Prevention
- g Roof Control Machinery Updates

Technical Coordinators: Joseph P. Fama
John Rosiek

Course Length: 2 days

Tuition: None

Dates: May 28-29, 2003



SAFE PRACTICES CONFERENCE

MSHA is sponsoring a conference to provide the opportunity for mining industry personnel to present, demonstrate, and exchange “Safe Practice” information to further increase safety and health awareness and promote a safety culture throughout the mining industry. The conference will focus on “Safe Practices,” and their implementation, related to recent fatalities involving haulage, electrical, machinery, roof control, and slip/fall of persons. The conference will include panel discussions, workshop sessions, and question/answer sessions.

Technical Coordinator: Ed Newcomb
Course Length: 2 days
Tuition: None
Dates: November 13-14, 2002

SURFACE HAULAGE SAFETY SEMINAR

This seminar brings together representatives of the mining industry and others that are involved with the planning, design, and use of surface mine haulage equipment and/or systems. The seminar will provide an opportunity for the participants to exchange information and observe firsthand new technology, equipment, and innovations that are being used in the mining industry. Industry and other technical presenters will provide presentations, exhibits, and equipment displays that allow the participants to interact in small groups with the presenters and each other.

Contents:

- g Equipment Brake Systems
- g Equipment Safety Instructions
- g Tire Care and Maintenance
- g Crane Safety
- g Cab Ergonomics
- g Discriminating Alarm Systems
- g Dump Point Safety
- g Diesel-Electric Equipment
- g Fire Suppression on Haulage Equipment
- g Haul Roads – Keys to Accident Prevention
- g Hazards and Accident Prevention in Belt Conveyor Operations
- g Specific Equipment Systems (Loaders, Trucks, Dozers, Shovels)
- g Loss Prevention – Haulage
- g New Automation Technologies – Conveyors, Plants, Mills
- g Safe Handling and Transport of Bulk Blasting Agents
- g Safety Aspects of Mounting/Demounting Tires
- g Haul Road Design

Technical Coordinator: Wayne L. Lively
Course Length: 2½ days
Tuition: None
Dates: March 4-6, 2003

TRAM/NATIONAL MINE INSTRUCTORS SEMINAR

This seminar provides opportunities for health and safety trainers to improve their training programs with new materials and new ideas. The seminar will also include an exhibit of training materials developed by MSHA, state grants recipients, and the mining industry. Small workshops allow participants to interact with workshop leaders and other participants.

Contents:

- g Innovative Instructional Techniques
- g Instructional Technology and Computer Applications
- g Underground Mine Safety (Metal/Nonmetal and Coal Topics)
- g Surface Mine Safety (Metal/Nonmetal and Coal Topics)
- g General Safety
- g Health
- g Ergonomics
- g Supervisory Issues

Another feature of the seminar is the Training Materials Competition. Health and safety training materials entered in the competition will be judged and winners will be announced at the Seminar. All materials entered in the competition will be placed on display.

Technical Coordinators: Jimmy L. Shumate
Sharon T. Casto

Course Length: 2½ days

Tuition: None

Dates: October 15-17, 2002

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TECHNICAL SPECIALISTS TRAINING

MSHA mine compliance specialists, supervisors, specialists, administrative, and clerical personnel are to receive a minimum of two weeks advanced training every two years.

Listed below are the groups and dates for which training sessions have been scheduled at the Academy:

Accident Investigators

February 19-27, 2003

Administrative/Clerical Personnel

March 25-27, 2003

June 10-12, 2003

August 19-21, 2003

Electrical Specialists

February 4-13, 2003 (METAL/NONMETAL)

April 29-May 8, 2003 (COAL)

Health Specialists

(Dates not available at time of publication)

Impoundment Specialists

March 4-6, 2003

MNM Journeyman Compliance Specialists

December 10-19, 2002

January 28-February 6, 2003

April 8-17, 2003

Roof Control Specialists

April 22-24, 2003

Surface CMI Retraining

October 29-November 7, 2002

Underground Coal Compliance Specialists

October 22-31, 2002

January 7-16, 2003

April 8-17, 2003

July 15-24, 2003

Ventilation Specialists

December 17-19, 2002

September 16-18, 2003

November 4-6, 2003

SUPERVISORY TRAINING

COAL AND METAL/NONMETAL



March 11-20, 2003

May 13-22, 2003

July 22-31, 2003

SCHEDULE OF COURSES

Alphabetically

	Page
Accident Investigation Retraining Seminar	98
Accident Prevention Techniques	78
Advanced Ventilation/Bleeder and Gob Ventilation Systems	39, 79
Annual Retraining for Impoundment Qualification.	72
Blasting (Surface)	21, 40
Blasting (Underground)	22
Coal Impoundment and Refuse Pile Inspection.	41
Electrical Hazards	23
Electrical Safety for Coal Miners	42, 80
Electrical Safety for Metal/Nonmetal Miners	81
Explosion Prevention.	43
Ground Control Hazards	24
Haulage (Surface)	25, 44
Hazard Communication (HazCom)	82
Health Hazards.	26
Hoists and Elevators	83
Industrial Hygiene	45
Industrial Hygiene: Sampling for Respirable Silica Dust and Noise.	84
Inspector's Portable Applications for Laptops (IPAL) Review (MNM and Coal)	46, 27
Instructor Training Workshop (Part 48)	85
Intermediate Toxicology	86
Introduction to Mining.	87
Longwall Safety.	47

	Page
Microsoft Access 2002 – Advanced	70
Microsoft Access 2002 – Basic	68
Microsoft Access 2002 – Intermediate	69
Microsoft Excel 2002 – Basic	66
Microsoft Excel 2002 – Intermediate	67
Microsoft PowerPoint 2002	65
Microsoft Windows 2000/Microsoft Outlook 2002	63
Microsoft Word 2002.	62
Mine Accident Investigation and Report Writing	28, 48
Mine Accident Investigation Techniques	88
Mine Blasting Safety and Application Seminar.	99
Mine Construction, Maintenance, and Repairs Safety.	89
Mine Construction, Maintenance, and Repairs Safety Workshop.	100
Mine Elevator Inspection Program Training – Module I.	90
Mine Fire Control Seminar	101
Mine Rescue Training	91
Noise Hazards, Regulation, and Control	49, 92
Qualification for Impoundment Inspection	73
Respirable Coal Mine Dust Sampler Calibration/ Maintenance Certification	74
Respirable Coal Mine Dust Sampling Certification	75
Respirable Dust and Silica Sampling and Control.	93
Roof Control for Miners	50
Roof Control Seminar	51, 102
Safe Practices Conference	103
Surface Facilities and Coal Preparation.	52, 94
Surface Haulage Safety Seminar	104
Tailings Dam and Waste Pile Inspection – Metal/Nonmetal	29

	Page
TapRoot® System Accident/Incident Investigation	
Training	30, 53
TRAM/National Mine Instructors Seminar	105
Underground Diesel Equipment/Ventilation	55
Underground Haulage, Transportation, and	
Machinery	56, 95
Underground Ventilation for Metal and Nonmetal	
Mines	32

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SCHEDULE OF COURSES

By Date

OCTOBER 2002

October 14 - 18, 2002

g TRAM/National Mine Instructors Seminar. . 10/15-17/02

October 21 - 25, 2002

g Microsoft Access 2002 – Basic 10/22-24/02

NOVEMBER 2002

November 4 - 8, 2002

g Electrical Hazards 11/05-07/02

g Microsoft Excel 2002 – Basic 11/05-07/02

November 11 - 15, 2002

g Explosion Prevention **Rescheduled 01/14-15/03**

g Mine Construction, Maintenance, and
Repairs Safety 11/13-14/02

g Qualification for Impoundment Inspection 11/13/02

g Safe Practices Conference 11/13-14/02

November 18 - 22, 2002

g Ground Control Hazards 11/19-21/02

g Instructor Training Workshop (Part 48) 11/18-21/02

g Microsoft Word 2002 11/19-21/02

g Tailings Dam and Waste Pile Inspection –
Metal/Nonmetal. 11/19-21/02

DECEMBER 2002

December 2 - 6, 2002

- g Microsoft Access 2002 – Intermediate 12/03-05/02
- g Microsoft PowerPoint 2002. 12/03-05/02
- g Mine Accident Investigation and Report
Writing. 12/03-12/02

December 16 - 20, 2002

- g Annual Retraining for Impoundment
Qualification 12/17/02
- g Noise Hazards, Regulation, and Control. . . . 12/17-19/02

JANUARY 2003

January 6 - 10, 2003

- g Advanced Ventilation/Bleeder and Gob
Ventilation Systems. 01/07-08/03
- g Blasting (Surface) 01/07-09/03
- g Haulage (Surface) 01/07-09/03
- g Microsoft Excel 2002 – Intermediate 01/07-09/03

January 13 - 17, 2003

- g Electrical Hazards 01/14-16/03
- g Explosion Prevention 01/14-15/03
- g Microsoft Word 2002 01/14-16/03
- g TapRoot® System Accident/Incident
Investigation Training 01/14-16/03

January 20 - 24, 2003

- g Mine Blasting Safety and Application
Seminar 01/22-24/03

January 27 - 31, 2003

- g Microsoft Access 2002 – Advanced 01/28-30/03
- g Electrical Safety for Metal/Nonmetal Miners . . 01/28-29/03
- g Microsoft PowerPoint 2002. 01/28-30/03

FEBRUARY 2003

February 10 - 14, 2003

- g Microsoft Windows 2000/
Microsoft Outlook 2002 02/11-12/03
- g Qualification for Impoundment Inspection 02/13/03

February 17 - 21, 2003

- g Accident Investigation Retraining Seminar .. 02/19-27/03

February 24 - 28, 2003

- g Underground Haulage, Transportation, and
Machinery 02/25-26/03

MARCH 2003

March 3 - 7, 2003

- g Annual Retraining for Impoundment
Qualification 03/20/03
- g Haulage (Surface) 03/04-06/03
- g Microsoft Access 2002 – Basic 03/04-06/03
- g Microsoft Word 2002 03/04-06/03
- g Surface Haulage Safety Seminar 03/04-06/03

March 10 - 14, 2003

- g Coal Impoundment and Refuse Pile
Inspection 03/11-13/03
- g Inspector’s Portable Applications for
Laptops (IPAL) Review - Metal/Nonmetal. . 03/11-12/03
- g Microsoft Excel 2002 – Basic 03/11-13/03
- g Underground Diesel Equipment/
Ventilation 03/11-13/03

March 17 - 21, 2003

- g Mine Accident Investigation and Report
Writing 03/18-27/03

March 24 - 28, 2003

- g Inspector’s Portable Applications for
Laptops (IPAL) Review - Coal 03/25-26/03

APRIL 2003

March 31 - April 4, 2003

- g Mine Construction, Maintenance, and
Repairs Safety Workshop 04/01-03/03

April 7 - 11, 2003

- g Microsoft Access 2002 – Intermediate 04/08-10/03
- g Microsoft Windows 2000/
Microsoft Outlook 2002 04/08-09/03

April 14 - 18, 2003

- g Instructor Training Workshop (Part 48) 04/14-17/03

April 21 - 25, 2003

- g Electrical Safety for Coal Miners 04/22-24/03
- g Hazard Communication (HazCom) 04/22/03
- g Microsoft PowerPoint 2002. 04/22-24/03
- g TapRooT® System Accident/Incident
Investigation Training 04/22-24/03

MAY 2003

May 5 - 9, 2003

- g Microsoft Excel 2002 – Intermediate 05/06-08/03

May 12 - 16, 2003

- g Microsoft Access 2002 – Advanced 05/13-15/03
- g Microsoft Word 2002 05/13-15/03
- g Mine Accident Investigation and Report
Writing. 05/13-22/03
- g Qualification for Impoundment Inspection 05/15/03

May 19 - 23, 2003

- g Microsoft Excel 2002 – Basic 05/20-22/03
- g Microsoft Windows 2000/
Microsoft Outlook 2002 05/20-21/03

May 26 - 30, 2003

- g Roof Control Seminar 05/28-29/03

JUNE 2003

June 2 - 6, 2003

- g Mine Construction, Maintenance, and
Repairs Safety 06/03-04/03
- g Underground Diesel Equipment/
Ventilation 06/03-05/03

June 9 - 13, 2003

- g Microsoft Word 2002 06/10-12/02

June 16 - 20, 2003

- g Annual Retraining for Impoundment
Qualification 06/18/03
- g Electrical Safety for Metal/Nonmetal
Miners 06/17-18/03
- g Mine Fire Control Seminar 06/18/03

June 23 - 27, 2003

- g Coal Impoundment and Refuse Pile
Inspection 06/24-26/03
- g TapRoot® System Accident/Incident
Investigation Training 06/24-26/03

JULY 2003

July 7 - 11, 2003

- g Haulage (Surface) 07/08-10/03
- g Microsoft Access 2002 – Basic 07/08-10/03
- g Qualification for Impoundment Inspection 07/10/03

July 14 - 18, 2003

- g Industrial Hygiene 07/15-17/03
- g Microsoft Excel 2002 – Intermediate 07/15-17/03
- g Microsoft PowerPoint 2002. 07/15-17/03
- g Mine Accident Investigation and Report
Writing. 07/15-24/03

July 21 - 25, 2003

- g Microsoft Word 2002 07/22-24/03

July 28 - August 1, 2003

- g Longwall Safety 07/29-31/03
- g Mine Elevator Inspection Program
Training – Module I 07/29-31/03

AUGUST 2003

August 4 - 8, 2003

- g Microsoft Windows 2000/
Microsoft Outlook 2002 08/05-06/03

August 11 - 15, 2003

- g Intermediate Toxicology 08/12-14/03
- g Microsoft Word 2002 08/12-14/03

August 18 - 22, 2003

- g Coal Impoundment and Refuse Pile
Inspection 08/19-21/03
- g Microsoft Access 2002 – Intermediate 08/19-21/03

August 25 - 29, 2003

- g Blasting (Surface) 08/26-28/03
- g Instructor Training Workshop (Part 48) 08/25-28/03
- g Introduction to Mining 08/26-28/03
- g Surface Facilities and Coal Preparation 08/26-28/03

SEPTEMBER 2003

September 8 - 12, 2003

- g Annual Retraining for Impoundment
Qualification 09/11/03
- g Microsoft Word 2002 09/09-11/03
- g Mine Accident Investigation Techniques . . . 09/09-11/03

September 15 - 19, 2003

- g Microsoft Access 2002 – Advanced 09/16-18/03
- g Mine Accident Investigation and Report
Writing. 09/16-25/03

September 22 - 26, 2003

- g Hoists and Elevators 09/23-25/03
- g Respirable Coal Mine Dust Sampler
Calibration/Maintenance Certification 09/24/03
- g Respirable Coal Mine Dust Sampling
Certification 09/23/03

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The National Mine Health and Safety Academy is committed to bring you the very best courses, seminars, and materials to meet your needs. To do this we need your help.

Please use the space below to let us know what you would like.

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- Both
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Please complete this form and return to:

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ENROLLMENT FORM

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Confirmation will be mailed or faxed back to you.

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